



## Student Information System Project Manager's Report

### INTERIM REPORT


Report Period: 21<sup>st</sup> May – 8<sup>th</sup> June 2010


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<b>Owner</b>	<b>Dean Curtis</b>
<b>Client</b>	<b>Dean Curtis</b>
<b>Issue Date</b>	<b>8<sup>th</sup> June 2010</b>
<b>Name</b>	<b>sis pm report 2010 06 08 interim.doc</b>


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### 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.
  - Testing Exam Scheduling/Training
  - Exam Timetable for Exam Scheduling Staff - Excel format of the complete exam timetable.
  - Room Examination report - Excel format of all rooms used in exams with exam date, room and time.
  - Duration Exam report - Excel format of all rooms, date, time, module code, duration
  - 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









<b>PRODUCT AREA</b>	
<b>ACADEMIC MODEL</b>	<p>No working group has been set up.</p> <p>Main source of information – QA dept and academic departments.</p> <p>This has been supplemented by direct data gathering from departments using Module Collection Form and Supplementary Forms to compensate for often poor records held at the centre.</p>
<b>STUDENT RECORDS - ENROLMENT</b>	<p>Marie Campbell Davies - Chair  Marlon Gomes  Rhiannon Thompson  Paul Smith  Lisa Davies  Peter Cragg  Carmen van den Board  Sam Coker  Chris Hopkins  Rachel Wilson  Helena Tkalez</p>
<b>STUDENT RECORDS – MODULE REGISTRATION</b>	<p>Mainly done through ARCS office:  M Campbell Davies  S Tobias</p>
<b>STUDENT RECORDS – STUDENT PROGRAMME MAINTENANCE</b>	<p>M Campbell Davies  B Hewitt  T Cornell  N Cooper (Tribal)</p>

<b>PRODUCT AREA</b>	
<b>FINANCE AND FEES</b>	<p><b>Student Fees</b> M Ferris P Smith L Davis D Chamberlain (Tribal)</p> <p><b>Funding</b> L Green D Newcombe</p> <p><b>PGR Scholarships and Funds</b> Rh Thompson Peter Smith J Frith</p>
<b>AWARDS ASSESSMENT AND PROGRESSION</b>	<p>Mainly done through the ARCS office. K Dunster L Cuthbert (BUPT) S Oliver (LLB) G Thompson (Tribal) C Fletcher (Tribal) V Howells (Tribal) Demos held to collect views form the wider academic community.</p>
<b>EXAMINATION SCHEDULING</b>	<p>Marie Campbell Davies Ricardo Garcia Tina Peacock (Tribal) Andy Robinson V Howells</p>
<b>EXTERNAL REPORTING</b>	<p>Brian Kennedy Peter Cragg J Leeming V Howells (Tribal)</p> <p>Monthly meeting with Planning Unit inc. T White J Leeming A Donaldson P Cragg J Holman (occasional) J O'Meara C vd Bogaard P Rosenberg</p>
<b>INTERFACING</b>	<p>Jim O'Meara Chris Hopkins Danny Pond John Holman H Patel D Gold</p>
<b>DATA MIGRATION</b>	<p>J O'Meara D Pond H Patel</p>
<b>SITS STUDENT PORTAL</b>	No working group set up
<b>SITS STAFF PORTAL</b>	No working group set up

Additional groups have been meeting to discuss areas that are additional to the main product areas

<b>PRODUCT AREA</b>	
<b>PBIS FOR CONTINUING STUDENTS</b>	<b>Resource to be allocated</b>
<b>REPORTING TOOL/DATA DICTIONARY</b>	J Theodosius C vd Bogaard P Cragg J Holman J O'Meara


## 5. KEY ISSUES/POINTS FOR THE SISPB

AREA	ISSUE/POINT	RAG
5.1. <b>Mark Entry - English and Drama</b>	<p>Some discussions around this area have been ongoing with W Boucher. A letter to the SISPB has been sent and will be discussed as part of the meeting.</p> <p><i>1/6/10: Issue now resolved. W Appleby met with SED and agreed a process.</i></p>	<p> Change TO </p>
5.2. <b>ELQ Rates</b>	<p>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:</p> <ul style="list-style-type: none"> <li>• the William Harvey Research Institute has said that it will charge ELQ status students at the overseas rate</li> <li>• 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</li> <li>• the institutes of Cancer, Dentistry, Cell &amp; 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</li> </ul> <p>The next Costing and Pricing Group meets 20<sup>th</sup> May</p> <p><i>1/6/10: Not resolved. Next CPG, 10<sup>th</sup> 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.</i></p>	<p> Change TO </p>
5.3. <b>Associates</b>	<p>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 17<sup>th</sup> May to discuss with concerned stakeholders.</p> <p>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.</p> <p><i>1/6/10: Closed.</i></p>	<p> Change TO </p>
5.4. <b>Academic Model</b>	<p>See section 6.1</p> <p><i>1/6/10: History now on track to complete the required data and send back to SISPT.</i></p> <p><i>A meeting with M Shiach, SLLF has been arranged for 4<sup>th</sup> June where the issues will be discussed with the Andy Robinson and S Milik.</i></p> <p><i>There has been good progress on SMD PGT collection.</i></p>	<p> Change TO </p>



<p><b>5.5. Enrolment Deadlines</b></p>	<p>Paper on the importance of deadlines to go to QMSE, 18 May 2010.</p> <p><i>1/6/10: QMSE gave full backing to strict deadlines being adhered to. A copy of this paper is at Appendix 1.</i></p>	<p><b>A</b></p> <p>Change <b>TO</b></p> <p><b>G</b></p>
<p><b>5.6. Departmental Analysis – Oakleigh Report</b></p>	<p>2 SISPB members returned comments on the report. The SISPB need to decide what to do next.</p> <p><i>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.</i></p> <p><i>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.</i></p>	<p><b>A</b></p> <p>Change <b>TO</b></p> <p><b>G</b></p>
<p><b>5.7. PBI</b></p>	<p>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.</p> <p>Agresso is not able to:</p> <ul style="list-style-type: none"> <li>* apportion payments against individual courses of study;</li> <li>* distinguish between payments made for fees or accommodation for the current year or for a future year.</li> </ul> <p>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.</p> <p><i>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.</i></p> <p><i>SRS29 (CAS Letter) analysis and agreement on solution is nearly complete and resource has been identified to do the build.</i></p> <p><i>SRS30 (Student Engagement) analysis in progress.</i></p>	<p><b>R</b></p> <p>Change <b>TO</b></p> <p><b>A</b></p>
<p><b>5.8. Special Regulations</b></p>	<p>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 SISPT, are for 2007/2008 and does not reflect College practice.</p> <p><i>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.</i></p>	<p><b>R</b></p> <p>Change <b>TO</b></p> <p><b>A</b></p>

<p><b>5.9. Output from the Programmes Committee</b></p>	<p>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.</p> <p>QA to communicate with depts. about the importance of completing the new Module Approval Form before submission to the Programmes Committee.</p> <p><i>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.</i></p> <p><i>QA have been reminded about the importance of ensuring correct completion.</i></p>	<p><b>A</b></p> <p><b>NO Change</b></p>
<p><b>5.10. UAT</b></p>	<p>Due to the prolonged specification and build period, it seems likely that a full UAT will be unable to be completed.</p> <p>Currently, we are ascertaining how much UAT can be done and a schedule is being written.</p> <p><i>1/6/10: SIS Technical Manager working on: SITS data test environment Key UAT deliverables</i></p> <p><i>Extensive unit testing by a SISPT member with users is always undertaken prior to the deliverable being signed off.</i></p>	<p><b>R</b></p> <p><b>NO Change</b></p>
<p><b>5.11. Training</b></p>	<p>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.</p> <p><i>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.</i></p>	<p><b>R</b></p> <p><b>NO Change</b></p>
<p><b>5.12. Health Clearance Checks</b></p>	<p>Some discussion around Health Clearance checks is on-going. Questions over how the College wishes to deal with these include:</p> <ul style="list-style-type: none"> <li>• How many clearances checks are required for PG and UG SMD</li> <li>• What constitutes a health check requirement?</li> <li>• At what stage in the Admissions process can checks be enabled?</li> <li>• Which checks will be available at Enrolment and can result in Temporary Enrolment?</li> <li>• Where can we exclude applicants from being transferred (ATR'd) ready for pre-enrolment where they have not met checks during the admissions process?</li> </ul> <p>R Bennett asked to clarify the situation for the SMD.</p> <p><i>1/6/10: R Bennett has reported that Sian Marshall will be writing a policy on Health Clearance checks for the SMD by 16<sup>th</sup> July. This will be forwarded to the SISPT.</i></p>	<p><b>A</b></p> <p><b>Change TO</b></p> <p><b>G</b></p>
<p><b>5.13. SCBS – Wednesday Afternoons</b></p>	<p>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.</p>	<p><b>A</b></p> <p><b>TO</b></p>

	<p>The SISPT require some guidance as to whether this is permissible.</p> <p><i>1/6/10: 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.</i></p> <p><i>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.</i></p>	
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## 6. PRODUCT PROGRESS REPORT

### 6.1.ACADEMIC MODEL

#### A. Collection of Data

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

#### 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 4<sup>th</sup>.

**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 night 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 2<sup>nd</sup> 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 30<sup>th</sup> July.





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

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





**B. SEB Reports****Standard**

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





**LLB**

Title	RAG	Owner	Required By	Comments
Module Results – LLB		W Appleby	3 Jun 11	In progress
Module Statistics - LLB		W Appleby	3 Jun 11	Waiting feedback from ARCS.
Individual Student Performance - LLB		W Appleby	3 Jun 11	Waiting feedback from ARCS
Overall Student Summary - LLB		W Appleby	3 Jun 11	Waiting feedback from ARCS

**BUPT**





Title	RAG	Owner	Required By	Comments
Module Sheet – BUPT		L Cuthbert	3 Jun 11	Spec in production.
Summary Sheet - BUPT		L Cuthbert	3 Jun 11	Spec in production.
Individual Student Performance - BUPT		L Cuthbert	3 Jun 11	Spec in production.
Overall Student Summary - BUPT		L Cuthbert	3 Jun 11	Spec in production.

**BDS**















Title	RAG	Owner	Required By	Comments
Module Results – BDS		L Davenport	1 Nov 10	Spec written, prototype built, data being prepared for testing by BH/HMcG.
Module Statistics - BDS		L Davenport	1 Nov 10	As above
Individual Student Performance - BDS		L Davenport	1 Nov 10	As above
Overall Student Summary - BDS		L Davenport	1 Nov 10	As above













**MBBS**

Title	RAG	Owner	Required By	Comments
Module Results – MBBS		T Revest	1 Feb 10	Spec written, prototype built, data being prepared for testing and will be based on test data from MKS testing phase
Module Statistics - MBBS		T Revest	1 Feb 10	As above
Individual Student Performance - MBBS		T Revest	1 Feb 10	As above
Overall Student Summary – MBBS		T Revest	1 Feb 10	As above

**Other Areas**

Business Area	RAG	Sign Off	Delivery Date	Note
DEB Report		W Appleby	3 Jun 11	ARCS to sign off
Pass List – Supplementary UOL & QMW		W Appleby	23 Aug 10	Build in progress
Pass List - UOL		W Appleby	3 Jun 11	Signed off. Build to start
Pass List – Final UOL		W Appleby	3 Jun 11	Signed off. Build to start
Pass List – Research		R. Thompson		Awaiting sign off following some recent changes.
Pass List – QMW		W Appleby	3 Jun 11	Signed off. Build to start
Pass List – Final Medical		S Coker	3 Jun 11	Signed off. Build to start
Pass List – Dentistry		S Coker	3 Jun 11	Signed off. Build to start
Final Transcript - Std UG, PG and BUPT		W Appleby	2 Aug 10	Specified and built , and with ARCS for final approval Requires testing once approved.
<i>Final Transcript - Std PG</i>	-	<i>W Appleby</i>	<i>2 Aug 10</i>	<i>Now been subsumed into Std UG and PG.</i>
<i>Final Transcript - BUPT</i>	-	<i>J Pallant</i>	<i>2 Aug 10</i>	<i>Now been subsumed into Std UG and PG.</i>
Final Transcript - MBBS		J Pallant	2 Aug 10	Prototype built. J Pallant to liaise with T Revest to review.
Final Transcript - BDS		J Pallant	2 Aug 10	Prototype built. J Pallant to liaise with L Davenport to review.
Progression Award outcome letters Possibly made up of: ➤ Std UG ➤ Std PG ➤ MBBS ➤ BDS ➤ M.Clin.Dent		W Appleby	3 Jun 11	Tribal resource assigned – start April 2010. Work commences June.
Module Results and Progression Outcomes	Not started	W Appleby	3 Jun 11	
Reassessments – Opt In/ Opt Out		W Appleby	2 Aug 10	MCD reviewed – some changes. Will need final approval and sign off.
Research Awards Task		W Appleby	27 Aug 10	Completed and signed off – docs in production

## 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.

**G. NSS (Aug 2010)**

Simple data extract.

**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.

Business Area	RAG	Sign Off	Delivery Date	Note
Resource Link interface		J Holman SISPT		<i>Live 2 Mar 10</i>
WebCT interface phase 1 – replicate SRS interface		S Brenton IT	Aug 2010	Spec ready for 24 May.
Kinetics part 2.1: Main student interface data out of SITS interface		B Ashcroft	Aug 2010	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.
Kinetics part 2.2: Term time address interface back into SITS		B Ashcroft	Aug 2010	Spec written. Build underway (50%)
SITS to RMS interface		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
Student Card Management interface		W Appleby	Aug 2010	<b>Card Production</b> component built <b>Photographic Mgt</b> component - in progress - K Hollings. Needs to provide document storage.  <b>Card Printing</b> Under discussion
Building security Access Interface		J Holman	Aug 2010	<b>Interface between Student Cards and Access System:</b> 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		C Hopkins	Aug 2010	Waiting for SU to review spec
Advice and Counseling interface		L SeQueira	Aug 2010	<b>Interface</b> IT need to allocate resource  <b>Extraction of SRS functionality</b> IT need to allocate resource

Business Area	RAG	Sign Off	Delivery Date	Note
SITS to IT services interface (library)		M Evans	Aug 2010	Near completion on the SITS end ITS section waiting for M Evans (importing into ITS).
IT services to SITS interface (library)		M Evans	Aug 2010	How user names relates to student ids. Requires discussion with M Evans.  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. <b>C Hopkins and J Holman to discuss with M Evans.</b>
SITS to Library interface		J Acland	Aug 2010	Spec completed. J Acland testing the import into Unicorn.
SITS to VLE Mark Entry – SMD and English and Drama		W Boucher T Revest	Aug 2010	See risk log for E&D
<i>Applicant LDAP Interface</i>		<i>M Evans</i>	<i>Aug 2010</i>	<i>SITS generated applicant password and user name into LDAP tree. Not started. See above</i>
Resource Link – Staff Account Creation System				Data in SITS-PRS table missing information – eg usernames (1900 at last count). This will affect sign on to SITS.  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.

## 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 7<sup>th</sup> 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 16<sup>th</sup> 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 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 22<sup>nd</sup> 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