

# SAA Newsletter

May 2018

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## Forthcoming Marks Release & Awards Dates

Thu 28 Jun, 12:00	Deadline for marks upload
Thu 28 Jun, 14:00	Marks release and classification
Thu 28 Jun, 12:00	Deadline for approval of awards
Mon 30 Jul, 17:00	Deadline for marks upload
Tue 31 Jul, 12:00	Marks release and classification
Tue 31 Jul, 12:00	Deadline for approval of awards

Should you have any queries, please contact: [awards@soton.ac.uk](mailto:awards@soton.ac.uk)

## Welcome from the SAA Directorate

I cannot believe that we are in the middle of Semester 2 exams. The past few months have been exceptionally busy for all of us, made even busier by having to mitigate for the industrial action. I attended the last meeting of the University Industrial Action Mitigation group at which Ian Dunn expressed his huge thanks to everyone who had been involved in minimising the impact of the action on our students.

I'd also like to take this opportunity on behalf of the SAA Directorate to echo this as I know that some of this work will continue through till the end of the academic year.

The second set of SAA Staff Awards have been announced and there is more information about the award winners later in this newsletter. I have had the privilege of presenting some of these awards, it is really great to see our staff members being recognised for the great work they do by their peers and colleagues across SAA. Nominations for the next round of awards opens on Friday 8 June 2018. Remember the nominations can be submitted by any of us so please do take the opportunity to nominate your colleagues.

Work is continuing across the University to prepare for the new faculty structure, and while there is still uncertainty, I can assure you that Claire Atkins and her Directorate and Leadership teams are working hard to ensure that there is minimal impact on SAA staff and the exceptional service we deliver to students and staff.

We have begun a programme of work designed to ensure that come 1 August there is no disruption to our services; I would urge you that, if you are at all worried about the changes and the possible impact on you, then talk to your line manager in the first instance.

Some of you will be aware that we have embarked on a big programme of work to upgrade our Banner Student System, and the second stage of the upgrade was completed over the May Bank Holiday weekend. This was only made possible by the commitment of colleagues who completed the User Acceptance Testing (UAT) in record time, so a big thanks to everyone involved in that.

This is essentially a technical upgrade. You should not notice any changes in the system, but it provides us with the necessary technical platform to move to the new version; more about this in future newsletters.

Over the course of the next year we will need to do several rounds of UAT as we make changes to systems to reflect the new University structure and complete the upgrade programme. Therefore we have arranged training for staff who are involved in UAT, which will be rolled out over the next year. This will hopefully reduce the burden by ensuring our testing is focused.

Finally I would like to take the opportunity to thank everyone for their contribution to SAA, you are a great team.

Assistant Director and Head of Student Systems & Operations  
Sara MacDonald

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## Operational News

### ADMISSIONS

#### Summer Activities for Undergraduate Admissions

Clearing will open for applicants applying through UCAS on 5 July 2018. Please remember that conditional offers cannot be made in Clearing. If an applicant does not yet have their results they may still refer themselves to us.

Please contact your ROA Team Leader for information on how to proceed when an applicant has referred themselves to us in clearing, but does not yet have their results.

#### Diary Dates for Undergraduate Admissions

- 7 June – Decline by Default: for applicants where the last decision was received by 3 May 2018
- 12 June – Decline by Default: for applicants where the last decision was received by 7 June 2018
- 30 June – Main scheme closes: all new applications are in Clearing only
- 4 July – Last day for Main Scheme applicants to add an Extra choice
- 5 July – Clearing opens. UCAS.com clearing vacancies will be displayed and clearing decisions can be made
- 12 July – Reject By Default: all applicants where the last decision was received by 12 July 2018
- 19 July – **Last day to make amendments to decisions.** After this date, LA amends cannot be made; only confirmation decisions can be made. Please contact the Registry Admissions team if you are unsure.

### VISA & IMMIGRATION STUDENT ADVICE SERVICE (VISAS) Team

The normal timing of changes to the immigration rules has been disrupted due to Brexit.

The changes normally expected at the start of April 2018 are now likely to be announced in June 2018; in this we are anticipating amendments to policy guidance to rectify errors made in the previous policy guidance, but there may also be changes to the study conditions.

We will update our SharePoint site to reflect any changes and what impact they may have on our students as soon as we know. The next few months are a very busy time for the VISAS Team with registration of Pre-sessional students at the end of June and July.

Preparations for the visa workshops are well under way; this includes pre-arrival communications, a series of drop-in and document checking sessions during the programme (commencing July) and visa submission appointments in early September through to mid-October.

We are pleased and excited to confirm that Hazel Carling and Emily Zieba have been accepted to present a seminar at the UK Council for International Student Affairs (UKCISA) Annual Conference 2018.

The seminar focuses on how international registration has evolved over the years to provide the best student experience possible whilst maintaining compliance with Home Office Tier 4 sponsor duties.

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## SAA Staff News

### Faculty of Health Sciences

The Faculty of Health Sciences said farewell to Nick Montgomerie who left the University for pastures new.

We wish the following all the best:

Deborah Guy has been seconded to the FSHMS CQA team as Team Leader.

Rowena Pitkin has moved from the Health Sciences Admissions team to the Health Sciences Graduate School.

Liz McGuigan is moving from the Student Administration to the Assessments team. This is in effect a (well deserved) promotion for Liz.

We welcome Leo Baines-Jump who is on secondment from FSHMS, Carol Mapstone to the Assessment Team, and Nicola Baker to Recruitment.

We would also like to congratulate Charlotte Kershaw on the birth of Rory Alexander. Mother and baby are doing very well.

### Faculty of Engineering and the Environment (FEE)

Amanda Roden has joined the FEE CQA team to cover Anna Merilainen until the end of January 2019.

We are pleased to report that Anna has had her baby, a little girl, called Emilia Clemence.

Chris Clarke has left FEE Admin & Assessment and has taken up a new role within the Curriculum & Timetabling Team in Registry.

### Registry: Student Records

We would like to take this opportunity to welcome Lara Jones to the Student Records Team and look forward to working with her.

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## CURRICULUM AND TIMETABLING

### Curriculum Planning 2018/19

All Faculty Business Critical requirements are currently being collated per faculty and will be sent to [roombook@soton.ac.uk](mailto:roombook@soton.ac.uk) by the FAR or delegated colleague by Friday 1 June.

We will be liaising with Florence Harvey (Student Services) this year, regarding Induction/Freshers' week events, as she will be meeting with faculty colleagues to compile a comprehensive contact list for these requirements. We will contact staff about this shortly.

Business Critical bookings will be scheduled following all teaching activities as part of the main scheduling exercise, and will be confirmed with staff and alternative spaces and/or dates will be offered where there are clashes in early July.

### Teaching Timetables 2018/19

The team are currently completing the final stages of data cleansing and data collection spreadsheets are being sent out to assist teaching colleagues with the collation of their requirements for next year.

Draft timetables are expected to be ready for review in July and will not be published until Confirmation & Clearing has been completed.

Timetables will be created based on curriculum structures confirmed as part of the Curriculum Planning exercise.

No further changes should be made to curriculum structures following the creation of the draft timetables as this is likely to lead to clashes and issues with the practical delivery of the changed curriculum.

### Online Option Choice – Continuing Students

The Online Option Choice facility for continuing students closed at 17:00 on Friday 11 May.

Faculty colleagues will be carrying out checks and reports to identify any students who haven't yet selected their module choices, to ensure that their choices can be protected as part of the scheduling process when creating the teaching timetables.

## STUDENT RECORDS

### Progression

Please could we remind staff that Progression should be completed by Friday 27 July 2018. If you have any queries, please contact Student Records on x29667 or e-mail [sturec@soton.ac.uk](mailto:sturec@soton.ac.uk)

### Enrolment

Enrolment for 2018/19 will be available from early August 2018. If you have any queries, please contact the enrolment hotline on x28888 or e-mail [enrol@soton.ac.uk](mailto:enrol@soton.ac.uk)

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## SAA Job Vacancies

### Registry: Exams, Awards & Graduation Assistant

**Location:** Highfield Campus

**Salary:** £16,983-£19,305, Full-Time Fixed Term, up to 04/02/2020

**Closing Date:** Sunday 03 June 2018

**Interview Date:** Wednesday 20 June 2018

**Reference:** 1012518GX

<https://jobs.soton.ac.uk/Vacancy.aspx?ref=1012518GX>

### Registry: Student Records Team, Administrative Officer

**Location:** Highfield Campus

**Salary:** £19,850-£23,557, Full-Time, Permanent

**Closing Date:** Monday 11 June 2018

**Interview Date:** Monday 2 July 2018 (subject to change)

**Reference:** 1013918GX

<https://jobs.soton.ac.uk/Vacancy.aspx?ref=1013918GX>

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## General Data Protection Regulation (GDPR)

On Friday 25 May 2018, the new GDPR came into effect. If you have not already done, so please could you complete the University's basic GDPR training, which is available [here](#). It should take a maximum of 20 minutes to complete.

The Privacy Notices relating to student data, which outlines to students what data we collect, how we process and store it, who we share it with etc. have been approved by colleagues in Legal and we are in the process of publishing these on the website.

We also have a first draft of a retention schedule, which specifies how long we retain data and why. If you have completed the training, you probably have some questions about what this actually means for you and the job you do.

The project team are formulating more specific guidance which will be shared when it is available. In the meantime, if you would like more information about GDPR and the policies the University is implementing to ensure we are compliant, please visit the [GDPR SharePoint site](#).

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## SKILLS Network

The next SKILLS Network sessions are scheduled to take place on **Monday 18 June 2018, 14:00-15:00** and **Thursday 12 July 2018, 09:30-10:30**.

Further details will follow in due course.

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## SUSSED Upgrade

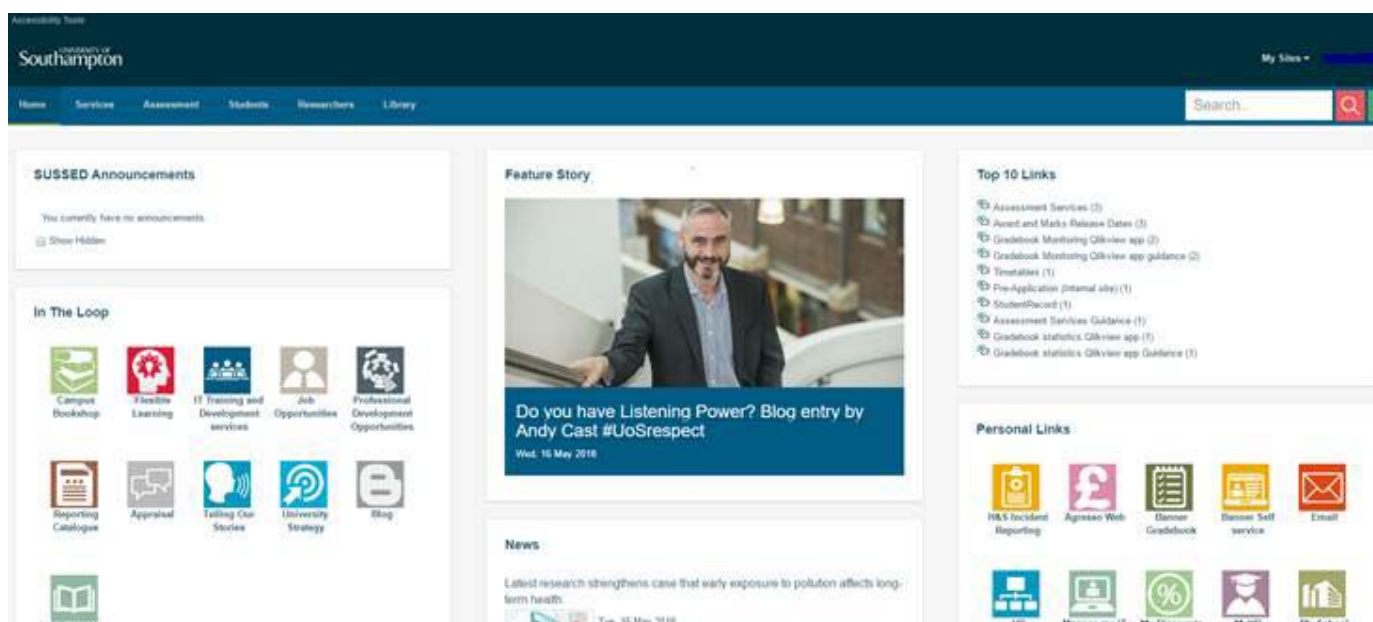
An upgrade is planned to the software that underpins the SUSSED portal (Ellucian Luminis). The upgrade, to replace the infrastructure and old software platform, is planned to go live on **19 June 2018**. The look and feel of SUSSED will largely be very similar, however the key changes are outlined below:

- Enhanced mobile device support and responsive theme
- SUSSED Groups are no longer supported and content is being migrated to SharePoint/J:Drive by iSolutions in conjunction with the affected users
- For additional security, users will have to log in to Outlook Web Access (OWA). O365 users are not affected by this
- A new log in page, aiming at fencing internal content from the general public. Most of the feeds are available behind the log in page, except for 'Latest jobs' which has been removed from SUSSED. Detailed FAQs will be provided about this as part of a wider University communication
- Improved Campus Announcements: personal and campus announcements are now merged together for a cleaner overall 'look' with up to 10 SUSSED posts visible (5 on current SUSSED)
- Overall the homepage has been decluttered, and the 'My top 10 links portlet' has been simplified.

The new log in page will look like this:



Once logged in to SUSSED, your new homepage will look like this:



## 40 Years Plus Long Service at the University

Following on from detailing those colleagues who have enjoyed 20 and 30 Years' Long Service at the University, we would like to take this opportunity to highlight and thank the extraordinary work of two of our colleagues who have worked at the University of Southampton for over 40 years – Alison Lampard and Jane Breese.

Congratulations to Alison and Jane for this wonderful achievement.

## SAA Staff Awards Scheme

The Employee Engagement Strategy Group is pleased to report the following successful recipients of the second round of SAA Staff Awards:

- Neil Starks, Registry Admissions (in the category of Community)
- Kathy Case, Academic Registrar's Office (Efficiency)
- Matt Terrell, Health Sciences (Efficiency)
- Sarah Chapman & Sarah Penn-Barwell, FSHMS (Creativity)
- Sam Shearing, Curriculum & Timetabling (Excellence)
- Emily Zieba, VISAS Team (Excellence)
- Olivia Yarney, FPSE (Excellence)

Many thanks to all those who nominated their colleagues, those who were nominated and those who have been awarded.

The next nomination window will run from Friday 8 June to Friday 22 June 2018.

## Academic Registrar's Commendations

We are also pleased to announce that Academic Registrar Commendations were also recently awarded to the Recruitment & Admissions Team in FEE and the Exams, Awards & Graduation Team (EAG) in Registry, for the categories of community and excellence respectively.

The FEE Recruitment & Admissions Team recipients were Cat Coleman, Nikkiesue Hancock, Emily Price, Sally Russell, Maia Sarll, Heather Smith and Charlotte Sunley.

The EAG Team recipients were Julie Baston, Janine Chadwick, Bethany Crow, Chloe Josephs, Kay May and Lysette Skyrme.

Congratulations to all staff receiving this recognition.

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## SAA Induction

The next SAA Induction will take place on Tuesday 19 June 2018 for new staff. Please could bookings be made with Beverley James ([B.James@soton.ac.uk](mailto:B.James@soton.ac.uk)).

The Induction will be facilitated by Clare Dillury, Curriculum and Timetabling Manager, and Nicky Stecker-Doxat, Education and Policy Development Manager.

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## Banner 9 Upgrade Project Update

As previously detailed, one of the pre-requisites for moving to Banner 9 is that Banner Student needs to be updated to the software supplier Ellucian's most recent release, for compatibility reasons. Work for this, entitled 'Banner 8 Max', has been undertaken over the last couple of months, and was delivered over the May Bank Holiday Weekend.

We would like to say a huge thank you to all the Registry staff who fitted in Banner 8 Max UAT during this extremely busy period, and for taking the time to help build the iSolutions Test Lead's knowledge of SAA.

The project's next focus is on implementing Banner 9 baseline which are modules that have not been customised in the Banner 8 system.

## Faculty Restructure & Project Wellington

Momentum is gathering ahead of preparing for the new University faculty structure and there are a number of strands in progress to underpin this.

The Wellington project has been established to deliver systems activities in response to the move to five faculties. Led by Mal Allerton, and an associated programme board to provide the necessary governance, the programme of work is the University's number one priority for delivery.

Wellington's purpose is to identify systems, system interfaces and processes that require changes in order to reflect the new structure. Planning for the 'go live' with the core systems is currently scheduled for 28/29 July 2018, with a view to a decision at the programme board when it next meets on 12 June 2018.

Significant effort is in progress to remediate any 'downstream' systems (both faculty and University-wide) as a result of the core systems changes. For example, a lot of focus is centred on Banner given its relationship with numerous systems.

A number of iSolutions colleagues have been allocated specific roles to deliver the Banner changes; Dion Wan (Project Manager), Ibrahim Al-Timimi (Test Lead), Umar Shaik (Test Resource), and David Wild (Business Analyst).

Work is also underway to change email and the file storage platform in order to ensure they conform with the new structure. Work on another element, ResourceLink, is progressing well.

Regular updates about the faculty restructure are being posted on the SUSSED News items area; the most recent updates being on [8 May](#) and [22 May](#).



## Recent Banner Feature Requests Made Live: 11 April 2018–23 May 2018

Date went live	Change	Detail
11/04/2018	Apply all online-option choice code changes to Database	Online option choice preparatory work
11/04/2018	Amend SZPDAYX	Disability data available to Library
11/04/2018	Medicine Provisional Awards	A solution by which students can be awarded at the relevant time and attend a graduation ceremony within 2 weeks of the award date.
11/04/2018	Fix to package SZKSNRL	Error fix
20/04/2018	Truncation of GKRPRWK table	Online option choice preparatory work
20/04/2018	PAF file	New address file
27/04/2018	Revert two code changes made for Online Option Choice back to baseline	Online option choice follow up work
02/05/2018	Error Fix to SZKPBVM	To prevent pre sessional students receiving incorrect VISA expiry emails
02/05/2018	Inclusion of details about a period of overseas Exchange or Placement on the Academic Transcript and Diploma Supplement	Change to include Year Abroad in the degree transcript or diploma supplement as an official record of this experience.
02/05/2018	Revert two code changes made for Online Option Choice back to baseline	Maintenance work following Online Option Choice
23/05/2018	Sports Colours	Sports colours will now be printed in the ceremonial programme and therefore provide a lasting record of achievement
23/05/2018	Spreadsheet upload function for baseline graduation form SHAMCAT	Improved efficiency
23/05/2018	Banner 8 Max upgrade preparation (INB)	Preparatory work for Banner 8 max upgrade
23/05/2018	Changes to Progression to include FEE zero credit modules	Change required so that zero credit rated core modules in FEE are included in Progression

## PGR Tracker 2 Project Update

A revised Business Case has been produced and approved by the Student Systems Board (SSB).

This is now being reviewed by the University Systems Strategy and Programme Board (USSPB) before any procurement activities can start.

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### Forthcoming Live Student Administration System (Banner) Downtimes

The [downtime schedule](#) for the Student Administration System (Banner) has been updated up to December 2018.

In the shorter term, please note that the live system is currently scheduled to be unavailable on:

- **Wednesday 4 July, 17:00-21:00**
- **Tuesday 31 July, 17:00-21:00**

As is standard, the online postgraduate application form, Banner Gradebook, Application Review Centre (ARC) and Self-Service will be unavailable as part of these downtimes.

Please could we consequently ask faculty teams to pass this information on to those academics who use Banner Gradebook or ARC.

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### Microsoft Office Specialist Training (MOST) Programme

Please could we remind colleagues that if you are interested in enrolling on the MOST training programme, you must first discuss with your line manager and, if in agreement to letting you have the time to commit to the training, email Beverley James ([B.James@soton.ac.uk](mailto:B.James@soton.ac.uk)), expressing your interest by Friday 1 June 2018.

Please copy in your line manager into this email so we know they are happy with you undertaking the training.

For further information about the MOST Training Programme, please view the recent communications from [Jennifer Arkell](#) and [Nic Monks from the IT Training & Development Team](#)

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