Welcome from the Academic Registrar

We have reached the end of yet another demanding academic year, having recently completed the busy Semester 2 examinations and assessment boards, and provided support to our fabulous Graduation ceremonies and the University Open Days. We are now starting to prepare for our important Confirmation and Clearing period in August. The year has passed extremely quickly.

The year has not been without its challenges. We have ensured that the impact of the industrial action on our students and their experience was minimised, we have been undertaking a comprehensive review of our Recruitment and Admissions support and processes, and we have also been working hard to ensure that the move from eight to five faculties is as seamless as possible.

I want to express my sincere thanks to you all for your exceptional hard work and unwavering dedication over the last year. I am extremely proud of the commitment SAA staff show in ensuring that our vital ‘Planned Year in Student and Academic Administration’ is delivered in support of our students and academic staff whatever the circumstances.

As we are aware, there are further challenges ahead for the University in achieving its strategy. We will face these challenges head on and without hesitation.

We will continue to contribute to the delivery of the strategy, working closely with our Professional Service and academic colleagues with the focus that you, I, we, can make a positive difference to the student experience and to the University.

I do hope you all get a chance to take some well-earned annual leave over the coming summer months, and I thank you all once again for your hard work.

Best wishes
Claire

Claire Atkins, Academic Registrar

Operational News

ADMISSIONS

August is the main period for UCAS Confirmation, Clearing and Adjustment.

The Confirmation, Clearing and Adjustment Toolkit has been published along with the Summer Timetable for Admissions and, if you have not already received a copy by email, your ROA Team Leader will be able to send it to you.

The main UCAS results embargo period runs from 14:00 on Friday 10 August until 06:00 on Thursday 16 August 2018. Under no circumstances may results be disclosed to an applicant during this period or implied by a change in status.

If you are unsure about what information is covered by the embargo, please contact your ROA team leader. Scottish results are under embargo from 18:00 on Monday 30 July until 09:00 on Tuesday 7 August 2018.

The Confirmation, Clearing and Adjustment Hotline will be located in building 25 and will be open from 08:00-18:00 on Thursday 16 and Friday 17 August 2018.
VISA & IMMIGRATION STUDENT ADVICE SERVICE (VISAS) Team

The next few months are a very busy time for the Team with the registration of Pre-sessional B at the end of July and the preparations for main registration.

Planning for the visa extension programme (to assist Pre-sessional students to extend for their substantive programmes) began several months ago with the first phase, Question & Answer sessions, having already begun.

Document checking appointments commence on 13 August 2018, running through to 12 October 2018; visa submission appointments commence 5 September through to 12 October 2018.

This year we estimate that we will need to assist around 1500 students to submit visa applications.

Visa drop-in sessions will run as normal over August and for the first two weeks of September (Tuesdays & Thursdays 09:00-10:30 and Wednesdays 13:00-14:30). Visa drop-in sessions will not run on 20, 25 and 27 September 2018 as we are involved in International Registration and the Visa Workshops.

CURRICULUM AND TIMETABBING

Teaching Timetables 2018/19

The team are currently completing the final layers of scheduling of the institutional timetables, as well as carrying out quality checks and working to resolve any issues.

The checking and approval of these timetables will take place shortly and all subsequent requests for changes must be approved in line with the CLS and Timetabling policy.

Draft timetables were expected to be ready for review at the end of July.

Timetables have been 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.

For advice or consultation about making potential changes, staff should speak to their Faculty Curriculum & Timetabling Officer in the first instance.

Online Option Choice – New Entrants

The Online Option Choice facility will be open for new entrants from Tuesday 28 August until Friday 28 September 2018.

Faculty Student Offices should contact students to advise them of the open period and provide guidance on the process and any locally required information.

For more information including FAQs, please visit: http://www.southampton.ac.uk/studentadmin/curriculum/ooc-faqs.page

Supplementary Exam Timetables

Following the collation of requirements and constraints, exams have now been scheduled and a draft version of the timetable was circulated for comments by close of business Friday 27 July.

The ‘generic’ timetable (i.e. without room details) was due to be published to students on the exams website and via Faculty offices by Wednesday 1 August.

Students’ individual timetables will be available through their SUSSED account no later than Monday 13 August. This will detail the exam venue and whether the student should expect Additional Exam Requirements (AERs).

SAA Staff News

VISAS Team

We are pleased to confirm that we have been joined by Hayley Gatade as a Student Visa & Immigration Advisor.

Hayley comes to the University with a wealth of knowledge from her former roles in the Home Office, including working as an Entry Clearance Officer and Education Account Manager in India.

Our Visa Advisors Hazel Carling and Emily Zieba presented at the national UK Council for International Student Affairs (UKCISA) conference last month at the University of Edinburgh.

The presentation focused on International Registration and how it has evolved over the years, to where we are now.

The presentation was extremely well received and there was a great deal of interest from some large institutions, with one University due to visit us for Pre-sessional B registration.

Health Sciences

Health Sciences said a very sad farewell to Carol Mapstone who had been temping with us for a while.

We welcomed Ana Chirvu to the Placement team.

Registry: Student Records

We would like to extend a warm welcome to Matt Saxby who recently joined the Student Records Team.
STUDENT RECORDS

Progression

Please could we remind staff that Progression should have been completed by Tuesday 31 July 2018. If you have any queries, please contact Student Records on x29667 or e-mail sturec@soton.ac.uk

Enrolment

Enrolment for 2018/19 was available from Wednesday 1 August 2018. Should you have any queries, please contact the enrolment hotline on x28888 or e-mail enrol@soton.ac.uk

Studentships Quarterly Payments Schedule – 2018/19

Please note the below deadlines for final changes to payments to be included in the quarterly disbursals. Any queries should be sent to stuship@soton.ac.uk

<table>
<thead>
<tr>
<th>Quarterly Date</th>
<th>Exceptions report sent on:</th>
<th>Final changes must be made by:</th>
<th>Disbursement Date:</th>
<th>Next weekly disbursal:</th>
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<td>5pm Tues 18/09/18</td>
<td>Weds 19/09/18</td>
<td>Fri 28/09/18</td>
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<td>01/01/2019</td>
<td>Mon 26/11/18</td>
<td>5pm Tues 04/12/18</td>
<td>Weds 05/12/18</td>
<td>Fri 14/12/18</td>
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<td>5pm Tues 04/06/19</td>
<td>Weds 05/06/19</td>
<td>Fri 14/06/19</td>
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</tbody>
</table>

SAA Staff Awards Scheme

The Employee Engagement Strategy Group is pleased to report the following successful recipients of the third round of SAA Staff Awards. Many congratulations to all:

- Rosie Bascombe, Exams, Awards & Graduation (in the category of Creativity)
- Aimie Bellwood, Faculty of Health Sciences (Creativity)
- Emma Bennett, Student Records Team (Creativity)
- Rebekah Brothers, Faculty of Medicine (Excellence)
- Tracey Grace, VISAS Team (Creativity)
- Jacqui Graham, Faculty of Engineering and the Environment (Efficiency)
- Andy Hagell, Faculty of Business, Law & Art (Community)
- Helen Lancaster, STARS Team (Efficiency)
- Liv Stobseth-Brown, Student Records (Efficiency)
- Claudette Wilkins, Faculty of Social, Human & Mathematical Sciences (Excellence)

University Calendar

The University Calendar has been updated and is in a new format as of 1 August 2018. You will notice that Sections I-V follow exactly the same format as the previous Calendar. All Programme Regulations can now be found within Section VI.

The intention of the Calendar refresh was to bring it on brand, make documents easier to read and in a more presentable format, and to make it more accessible for students. Some Regulations have changed as part of normal business and as a result of the University restructure.

This is the first of a number of steps to improve the accessibility and format of the Calendar over the coming years.
University Faculty Restructure & Project Wellington

As colleagues are aware, Project Wellington is the project to establish five new faculties from 1 August 2018. Staff from across SAA have been working hard in recent weeks and months to ensure the changeover is as smooth and seamless as possible.

However, such a significant development to the University’s structures does mean change for SAA and colleagues. As a result, a number of team charts have been produced in order to detail each team’s composition.

These diagrams show the SAA support aligned to the new Faculty teams and contain responsibilities and contact details for Schools.

These responsibilities will be refined and reviewed during August and possibly longer, as teams come together and Team Leaders understand the best way to allocate these responsibilities. It is the intention that any changes will be communicated at Faculty level.

If you have any queries or are uncertain who to contact, please do not hesitate to contact the Team Leader for the respective team.

SAA staff can view these faculty team structures via the direct links below:

- Faculty of Arts and Humanities
- Faculty of Environmental and Life Sciences
- Faculty of Engineering and Physical Sciences
- Faculty of Medicine
- Faculty of Social Sciences

Recruitment and Admissions Re-organisation Project

Although unrelated to Project Wellington, work has also been progressing in relation to the Recruitment and Admissions Re-organisation Project.

We were recently delighted to confirm the appointment of Alison Stanton to the role of Admissions Manager, and Aimie Bellwood to the role of Recruitment Events and Conversion Manager.

Additionally, we have confirmed Georgina Fluke, Stacey Garmendia, Sarah Hughes and Justine Spence into the roles of Admissions Team Leaders, and Mark Simmons has accepted the role of Admissions Policy and Qualifications Officer.

At the time of writing, work is well underway to confirm people into posts at other levels and to build the sub-teams. Those staff moving into admissions posts will be moving into B37 (level 4) from late September, whilst those moving into events/conversion roles will either be relocating to 39 University Road or will be primarily located in faculty buildings dependent upon their new role.

To enable these moves to take place in late September/October, a small number of other colleagues will also be relocating and we wish to thank these teams in advance.

Doctoral College Update from Aline Giordano, Doctoral College Manager

I am delighted that the findings arising from a project that I led a couple of years ago around PGR wellbeing have finally made it to the high ranking refereed Journal of Higher Education Policy and Management.

It is entitled ‘Doctoral students’ access to non-academic support for mental health’ and can be found here: https://www.tandfonline.com/doi/full/10.1080/1360080X.2018.1478613

As the Journal Editors[1] put it: “Studying a doctoral degree can be a lonely and challenging process, but surprisingly few studies have examined doctoral student mental health.

Emma Waight and Aline Giordano’s research at a UK university offers insights into how doctoral students access support and recommendations for improvement”.

What’s next? The Doctoral College is currently working with the University Public Policy team in order to produce a Policy Brief to reach out beyond academia and to Policy Makers.

We will also relentlessly pursue our aim to provide a more supportive and positive environment for our Doctoral Researchers.

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 next two downtimes are scheduled for:

- Wednesday 8 August 2018, 18:00-20:00
- Wednesday 5 September 2018, 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.
A Year in SAA 2018/19

New Format for ‘A Year in SAA’

The new ‘A Year in SAA 2018-19’ calendar has been prepared for the new academic year. The calendar captures the key dates and high level activities that are relevant to, and impact on, the SAA lifecycle.

However, please note that this is in a different format to previous years, with the intention of making it more user friendly and dynamic. Instead of being a static document that is updated periodically, the activities/dates will be maintained and be available through the SAA Workstream SharePoint calendar.

This can be exported to an individual’s Microsoft Outlook calendar as an additional calendar within the ‘Other Calendars’ sub-section. Any additions or amendments made on the SharePoint calendar will automatically be updated in the Outlook version.

Accessing the Calendar in Outlook

To export the Year in SAA/SAA Workstream SharePoint calendar:

- Click on the link https://groupsite.soton.ac.uk/Administration/SAA-Workstream/Lists/Calendar/calendar.aspx
- Under Calendar Tools on the top ribbon, select ‘Calendar’
- Then select ‘Connect to Outlook’

A window should open saying ‘Do you want to allow this website to open a program on your computer?’ Click on the ‘Allow’ button

A further window should open saying ‘Connect this SharePoint Calendar to Outlook?’ Click the ‘Yes’ button

The ‘SAA Workstream – Calendar’ should then be visible under your ‘Other Calendars’ sub-section on Outlook.

Excel Document Version

For those who would prefer a document version, or for those colleagues who are not in SAA and cannot access the calendar via the Workstream SharePoint site, an Excel version is available on the SAA website.