

SAA Newsletter

January 2018

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Forthcoming Marks Release & Awards Dates

Wed 21 Feb, 17:00	Deadline for marks upload
Thu 22 Feb, 12:00	Marks release and classification
Thu 22 Feb, 12:00	Deadline for approval of awards
Sun 18 Mar, 17:00	Deadline for marks upload
Mon 19 Mar, 12:00	Marks release and classification
Mon 19 Mar, 12:00	Deadline for approval of awards

Should you have any queries, please contact: awards@soton.ac.uk

Welcome!

Welcome to the first issue of the SAA Newsletter for 2018. This edition details the usual mix of operational, HR and staff-related news, plus project and student systems news. The SAA Staff Awards Scheme was launched by Claire Atkins and the Employee Engagement Strategy Group this month and we have a reminder on how you can nominate colleagues for an award, with the nomination window open until 2 February 2018.

Operational News

ADMISSIONS

The 15 January 2018 UCAS deadline has now passed and all 'on-time' applications have been received and processed into Banner.

UCAS Extra opens on 25 February 2018. Teams are reminded that applications through the Extra scheme should be processed promptly as applicants can only make one Extra application at a time.

Faculty teams should aim to have made all their decisions by 31 March 2018.

The Summer Reject by Default (RBD) and Decline by Default (DBD) schedule for 2018 is:

- 2 May 2018: DBD for applicants with a UK or EU postal address who received all of their decisions by 31 March 2018
- 3 May 2018: RBD for all applicants who made their application by 15 January
- 7 June 2018: DBD for all applicants who received their last decision by 3 May 2018
- 21 June 2018: DBD for all applicants who have received their last decision by 7 June 2018.

Other important dates to note include:

- 30 June 2018: Main scheme closes
- 4 July 2018: Extra closes
- 5 July 2018: Clearing opens.

EXAMS, AWARDS & GRADUATION (EAG)

Awards

Thank you to all the teams who helped the Exams, Awards and Graduation Team with stuffing envelopes to help get the Awards posted and couriered on time. We are very grateful!

Graduation

February 2018 will see systems testing for the launch of applications. The deadline for faculties to make the final changes to the original pegging lists is 5 February 2018. Please do not make any changes in Banner after this date as they will NOT be picked up. Please e-mail graduation@soton.ac.uk with any changes after this date.

The final schedule will be online on the Graduation website by Wednesday 7 February 2018.

Graduation applications will open on Wednesday 14 March 2018 and close in May 2018.

VISA & IMMIGRATION STUDENT ADVICE SERVICE (VISAS Team)

Due to consistently low visa refusal rates, the University of Southampton has been selected to take part in the [Tier 4 Pilot](#) scheme. This means that students applying for postgraduate masters programmes of 13 months or less in duration will receive an additional six months after their programme end date (instead of four months) and will not need to supply as many documents in support of their visa application.

Over the next few months, the Team will be working to update the VISAS website and to modify the plans for the Visa Workshops 2018.

Semester 2 registration is planned for 29 & 30 January 2018; the VISAS Team will play its usual role in ensuring that the University remains compliant with Home Office Tier 4 regulations.

CURRICULUM AND TIMETABLING

Semester 2 Timetabling 2017/18

The team will be assisting with student queries, based in Faculty offices, during the first week of the new semester. You can find more information about our availability on our website [here](#). Students can also email timetabling@soton.ac.uk or call 023 8059 3506 with their queries.

Curriculum Planning 2018/19

Guidance has been sent to Faculty CQA Teams regarding this annual process which started on Monday 15 January 2018. There have been some significant changes to the reporting of amendments for modules and sections as well as the introduction of milestones by which certain tasks need to be completed, as follows:

Activity	Start	Complete
CQA begin updating modules and sections in Worktribe	15 January 2018	1 March 2018
CTT run difference reports and begin updating modules and sections in Banner	5 March 2018	15 March 2018
CQA run and update SZAPGST reports for programmes	16 March 2018	29 March 2018
CTT Update all programmes in Banner	5 April 2018	19 April 2018

Curriculum & Timetabling colleagues are available to support CQA Teams with this process, and can be contacted by email, phone or meetings, as appropriate.

Further resources are available here: [Curriculum Planning Resources](#) (SharePoint SAA Workstream / Curriculum / Curriculum Planning).

The [Curriculum Planning Flow Diagram](#) illustrates the relationship between curriculum data and how this informs timetabling.

SAA Staff News

Registry: Exams, Awards & Graduation

EAG welcomes Ellie Bristow to the team who started on 3 January 2018 and will be with us for 13 months. Ellie joined the team at its busiest time, during Semester 1 Exams.

The EAG Team is extremely grateful to Rachel Rutherford from FSHMS for bolstering the team at its busiest time of the year.

Registry: Student Records Team / Student Systems & Operations Team

The Student Records Team would like to congratulate Will Napier on his recent promotion and wish him well in his new post in the Student Systems and Operations Team (SSOT).

Meanwhile, the SSOT would like to welcome Will in advance of him joining on 12 February. We look forward to working with Will.

Faculty of Engineering and the Environment

Dain Mead, Team Leader for Curriculum and Quality Assurance in the Faculty of Engineering and the Environment, recently departed the University after many years of service.

We would like to take this opportunity to thank Dain for all her hard work and support during her time at the University.

SAA Staff Awards Scheme

Colleagues would have seen that the SAA Staff Awards Scheme was launched this month by Claire Atkins and the Employee Engagement Strategy Group.

The scheme centres on one of our core engagement aims which is to recognise and celebrate the qualities and successes that SAA colleagues demonstrate in our shared commitment to administrative excellence.

Any member of staff within SAA can nominate any fellow SAA colleague or team that you've worked with that you think has done an outstanding job, exemplifying one of the values of excellence, creativity, community, integrity and efficiency.

All nominations will be considered by the SAA Directorate Group and the decision will be communicated back to the nominator. Successful award winners will receive a £25 voucher.

The Awards nomination window is open until **close of business, Friday 2 February 2018**.

Please complete the [Nomination Template](#) and send to saahr@soton.ac.uk entitled 'SAA Staff Awards Scheme Nomination'.

Should you have any queries, please contact saahr@soton.ac.uk.

SKILLS Network: Next Session & Dates for the Diary

The next SKILLS Network session will take place on **Friday 16 February 2018, 09:30-10:30, Senate Room**, with further details to be conveyed in the near future.

Please be aware that the following dates have also been reserved for future SKILLS Network sessions. The respective topics will be circulated as soon as possible following confirmation:

- Tuesday 20 March 2018, 14:30-15:30
- Wednesday 25 April 2018, 09:30-10:30
- Wednesday 16 May 2018, 09:30-10:30
- Monday 18 June 2018, 14:00-15:00
- Thursday 12 July 2018, 09:30-10:30.

Visiting Student Policy

Please could we remind you about the visiting student policy by visiting our information web page at: <https://www.southampton.ac.uk/studentadmin/admissions/visiting-students.page>

The [Visiting Student Policy and Procedure](#) is also available to view/download.

Further guidance, such as flowcharts, offer letters and the visiting research student application form, is located on the SAA Workstream Admissions SharePoint site.

SAA Staff Development Group

Useful Resources:

The Staff Development Working Group would like to draw your attention to the following resources:

- WONKHE. To receive WONKHE's Monday morning email briefing about everything that is going on in UK HE policy and key HE developments from the past 7 days, go to: <http://wonkhe.com/monday-morning-he-briefing/>
- Good Practice. To register to receive emails with links to a variety of personal development topics visit: <https://app.goodpractice.net/#/uofs-leaders/login>

External Funding Requests:

Please could we also remind you of the process for External Funding Requests. Are you thinking of undertaking any training leading to an external qualification in the academic year 2018/19?

If you are intending to ask for SAA financial support for such training, please complete the [External Training Funding Request Form](#) and submit it to the Academic Registrar by 28 February 2018.

Forthcoming Live Student Administration System (Banner) Downtimes

The downtime schedule for the Student Administration System (Banner) has been updated with scheduled dates up to December 2018. This can be found on the [Student Systems Support](#) page on the SAA website.

With regards to standard scheduled downtimes in the next couple of months, please note that the live system will be unavailable on:

- **Wednesday 7 February 2018, 17:00-21:00**
- **Wednesday 7 March 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.

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

PGR Tracker 2 Project Update

We are pleased to announce that Professor Chris Howls, as Director of the Doctoral College, has now taken over as Project Executive. The Project Board would like to thank his predecessor, Professor James Vickers, for his unstinting support of the project and its antecedents over many years.

The User Group has done a fantastic job at mapping 'to be' high-level processes as well as scoping and prioritising the features which need to be developed within PGR Tracker 2. We would like to thank all those involved for giving their time, continued support and tremendous dedication to identify key requirements during the workshop activities to date.

Following a request from the Student Systems Board, the project will shortly be undertaking a soft market testing exercise to find out more about the potential solutions that external suppliers could offer. In this way, we can ensure that the original recommendation to develop software in-house continues to be the most appropriate option for the University.

With this in mind, the anticipated soft launch date of August 2018 for PGR Tracker 2 is being reconsidered by the Project Board and proposals will be discussed with Graduate Schools over the coming weeks.

Please contact Mike Weaver at mjw1@soton.ac.uk if you have any questions about the project.

Banner 9 Upgrade Project Update

The move to Banner 9 will provide the University with the opportunity to utilise a student records system which provides an intuitive user experience and flexible configuration of applications.

Jeff Monger has been assigned as Project Manager to lead this essential work.

Detailed planning has been undertaken in the past couple of months as it is crucial to ensure there is minimal impact on users and the upgrade is delivered as efficiently as possible.

The initial phase of the project is to deliver a redesigned technical architecture. The second phase will be to deliver the vanilla version of Banner 9 (this will mean any customised forms will remain as Banner 8 versions in this phase). The transfer of customisations into version 9 will take place in the third phase.

A comprehensive Communications Plan is being drafted and will be shared with stakeholders in due course.

Should you have any queries, please contact Cath Thomas at crt1v14@soton.ac.uk

Recent Banner Feature Requests Made Live: 1 November 2017 – 18 January 2018

Date went live	Change	Detail
01.11.2017	Gradebook FG9.4 Release 2	Part 2 of Gradebook upgrade project
01.11.2017	Changes to SZASCMT form	Changes required following introduction of special considerations for PGR students
01.11.2017	Error Fix-Amendment to AS_STUDENT_DATA2 and AS_STUDENT_DATA_MV (Medical Codes)	View amended to allow correct reporting of disability codes
01.11.2017	Pure fix ALL IRMS2 views	Fix to correct SKRSPRI programme/major term effective joins
01.11.2017	UCAS 8.11	UCAS Upgrade
01.11.2017	Fix to SZVPGRM view	Bug fix: module title not displaying correctly in PGR Tracker
15.11.2017	Bulk load CE Address data	Process introduced to remove the need to manually input courier address details in to SPAIDEN
15.11.2017	Bug fix for AS_INT_STUDENTS_PROGRAM_YOS	Bug fix for Banner/eAssignment interface
06.12.2017	Localisations for HESA 8.14.2	Work to support HESA upgrade
06.12.2017	Correction to Enrolment for 201718	Amendments to Enrolment process
06.12.2017	Create further secure documents types for BDMS	Additional document type created for CAS questionnaires
06.12.2017	UCAS 8.12	UCAS Upgrade
06.12.2017	GBG Y17M08 PAF file	Update of Postcode Address File
20.12.2017	Create shell script to run SZPSECT as overnight process	Fix to remove ghost registrations from modules

SAA Job Vacancies

SAA Registry: Curriculum & Timetabling Officer

Location: Highfield Campus

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

Closing Date: Tuesday 30 January 2018

Reference: 961118GX

<https://jobs.soton.ac.uk/Vacancy.aspx?ref=961118GX>

Administrative Officer, Faculty of Business, Law and Art

Location: Highfield Campus

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

Closing Date: Tuesday 6 February 2018

Reference: 965218GX

<https://jobs.soton.ac.uk/Vacancy.aspx?ref=965218GX>



SAA Staff Awards Scheme

The SAA Staff Awards Scheme has been launched! This is your opportunity to highlight colleagues' qualities and achievements by nominating them for a SAA Staff Award.

There are five categories to choose from and the nominations window is open until Friday 2 February 2018.

Excellence

Inspiring confidence and enabling others to reach full potential.

Creativity

Being imaginative and resourceful, being independent of thought, exhibiting originality and innovation.

Community

Building an inclusive, collegial and respectful spirit in order to achieve together.

Integrity

Doing what is right, displaying a high standard of personal conduct, honesty and engendering trust.

Efficiency

Working to streamline and/or change process, reduce costs, increase income.

To nominate, simply complete the Staff Awards [Nomination Form](#), referencing one of the five categories and send to saahr@soton.ac.uk

If you have any queries, please contact saahr@soton.ac.uk