Welcome from the Academic Registrar

The first few weeks of the new academic year seem to be passing so quickly, and I am aware that all members of SAA staff have been playing a full role in welcoming back our students – helping those returning to pick up the threads as quickly as possible, and supporting the new entry as they arrive, find their way around, and start their new courses.

The summer period, which seems like a long time ago, was extremely busy too with confirmation and clearing, Open Days, supplementary exams and exam boards. Confirmation and clearing exceeded our expectations this year, which was a great achievement given the challenges of fewer 18-year-olds in the UK population and the need to maintain quality.

I would like to say a huge thank you to all of you for all the effort and commitment that goes into supporting these critical events, your contribution really does make a difference.

I am aware that the move from an 8 to 5 faculty structure was not a simple undertaking. The Faculty Academic Registrars worked hard with their staff and as a group to review the resource requirements for each of the new faculties; Registry Managers worked diligently with their teams to realign systems and processes; teams have welcomed new members; some staff have physically moved buildings, and knowledge transfer has taken place. All of this was undertaken whilst also maintaining business as usual during a very busy period.

I want you to know that your hard work, commitment and constant professionalism during this challenging time is recognised and extremely valued. Your continued effort and support has ensured that the student experience has been maintained, and that SAA continues to provide the highest quality support. Thank you.

Best wishes
Claire

Claire Atkins, Academic Registrar

Operational News

CURRICULUM AND TIMETABLING

In order to align our team with the five faculty structure, we have made some changes to the team support model for faculties. We hope this will enable us to provide a more robust level of support and also build the knowledge within the team. You can see what the new structure will look like at CTT Structure November 2018.

We will be gradually moving over to the new model over the coming weeks and months, with the view to be fully transitioned by the start of semester 2.

All queries and enquiries for the team should still be channelled through the generic curriculum@soton.ac.uk, timetabling@soton.ac.uk and roombooking@soton.ac.uk accounts.
CURRICULUM & TIMETABLING

Semester 1 Timetables

The team are currently working to resolve clashes for students as they swap their optional modules, and assisting with general student queries about their timetables.

Semester 2 Timetables

Throughout November, the team will be working with departmental leads to review and sign-off DRAFT timetables for Semester 2. Timetables will then be published to all staff and students online via www.sussexd.soton.ac.uk from Monday 26 November, and any subsequent changes will need approval and students informed.

Personalised Timetable iCalendar Feeds

In response to feedback received through the Student Forums, the University is pleased to announce the introduction of personalised iCalendar timetable feeds for staff and students. You can find out more about this on our website.

ADMISSIONS

The new Undergraduate admissions cycle is now open and applications for entry in 2019 are already being received. The UCAS Undergraduate Admissions Guide 2019 is available for download from the UCAS website. You will need to log in to gain access. The admissions guide is no longer available in print copy, only as a pdf:

https://www.ucas.com/providers/undergraduate/admissions-guide-and-resources

Please remember to wait for five working days before approving an admissions decision so that the initial fees classification can be made.

The 2018 cycle is still open but all outstanding decisions will be rejected or declined by default on 23 October 2018. This includes applications with Stops. The 2018 cycle officially closes on 25 October 2018.

EXAMS, AWARDS & GRADUATION

Exams

The semester 1 exams memo has been sent to faculties and contains all the critical dates.

Awards

The late November award date fast approaches and the team are currently preparing for this. We will be asking for assistance from Registry as before to help to process the many thousands of certificates, Diploma Supplements and award letters in the short time frame available. Thank you in advance if you are able to help us. We will be contacting team leaders and managers during October.

Graduation

Applications opened on 3 October and will close at the end of October. This year, applications will re-open to applicants who have missed the closing date, as well as to sell extra tickets, which should cut down on manual work.

SAA Staff News

Registry: Exams, Awards & Graduation (EAG)

The EAG team are delighted to welcome Beth Hems and Nicky Bond to the team, who both joined us in August.

Both Nicky and Beth have already engaged in several University activities including Supplementary Exams and International Registration and are very welcome additions to the team.

Registry: Curriculum & Timetabling

Paygen McPherson is now on her Maternity Leave, so Louisa Harrison will be covering timetabling for the Faculty of Medicine in her absence.

Faculty of Engineering & Physical Sciences

Brenda Leigh retired from the Faculty of Engineering and Physical Sciences CQA Team at the beginning of October, after 15 years with the University.

Sally Russell and Heather Smith left the R&A Team and the University in October, after 20 and 28 years respectively.

We would like to thank Brenda, Sally and Heather for all their hard work and support over the years and wish them well in the future.

SAA Staff Vacancies

Faculty of Engineering & Physical Sciences, Senior Administrative Officer

Location: Boldrewood Campus

Salary: £24,771 to £29,515, Pro rata

Part Time (31.5 hours per week) permanent

Closing Date: Thursday 18 October 2018

Reference: 1064718GX

https://jobs.soton.ac.uk/Vacancy.aspx?ref=1064718GX
SKILLS Network

Please note that we have now set up an email account for those who would like to contribute any feedback and ideas regarding the SKILLS Network - skills@soton.ac.uk.

The next SKILLS event has been scheduled for Tuesday 30 October, 09:30-10:30, in Room 34/3001, and is advertised on Eventbrite at: https://www.eventbrite.co.uk/e/skills-october-tickets-51458217915

Please note the password is 'skills'.

This session will be facilitated by Samuel Dedman, Vice-President Education at SUSU, and the event will be recorded via Panopto.

Recruitment & Admissions Re-organisation Project Update

In October we will look forward to welcoming Recruitment and Admissions staff to their new roles, starting with an introductory Away Day taking place on 3 October. The physical relocations will be taking place in a small series of moves during October, which will see Admissions staff moving to level 4 of Building 37 and Events and Conversion staff either moving into 39 University Road or to a faculty hub base, depending upon their role.

Contact details for the new teams are currently being worked on and these will be shared with colleagues shortly. In the meantime, please continue to use your existing contact information as staff will be continuing with their existing responsibilities.

Wellington: Banner Technical Change Project Update

As colleagues will be aware, in November 2017 Professor Sir Christopher Snowden outlined plans to re-shape the University and move to a five-faculty structure from 1 August 2018.

On 2 July 2018, it was announced through the 'Faculty restructure – Update #8 – less than a month to go' news item, that to minimise disruption during the busy period of confirmation, clearing and admissions, Banner would remain in its current configuration until the beginning of November 2018.

The project can confirm that the work to reflect the new University structure in Banner will indeed go live across the weekend of 3-4 November.

Please note that this work will require system downtime across that weekend and will also include part of the afternoon of Friday 2 November. Further to Claire Atkins’ recent email, this downtime has been confirmed as:

14:00, Friday 2 November until 08:00, Monday 5 November.

In preparation for the implementation, significant testing activities are currently progressing involving the user community; many thanks to our colleagues for their extensive support in this.

Banner 9 Project Update

Banner 9 development has been continuing over the summer months and a new development environment was successfully rebuilt incorporating the latest module versions as a basis for review.

Development of the customisations to enable the majority of Banner 9 functions is in progress. This has been a learning curve for the whole team as we are adopting a new technology and Banner development process.

We are scheduling our work around the final Wellington faculty changes and will need to ensure careful testing, communications, support and live activation accordingly.
**Student Fees Office: Student Enrolment Status Change & Tuition Fees**

The Student Fees Office has asked to kindly remind colleagues that they should inform the office (fees@soton.ac.uk) of a change to a student’s enrolment status whenever this has not been reported on the daily ‘SZACSCN’ Banner report.

The office has recently received a number of student queries in which staff haven’t been aware of an enrolment status change from ‘EN’ to ‘YA’, meaning that they’ve been unable to adjust the tuition fees.

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**SAA Employee Engagement Strategy Group**

**Staff Engagement Survey 2018**

The University-wide Staff Engagement Survey 2018 was launched on Wednesday 17 October. We would encourage all staff to complete this survey as it provides an important opportunity to have your say about working at the University of Southampton.

**SAA Key Achievements**

One of the recent key outputs of the Employee Engagement Strategy Group has been to produce a ‘SAA Key Achievements 2016-17’ infographic poster, which highlights the sheer volume of positive work that SAA undertakes.

These posters are in the process of being displayed across the workstream’s offices and colleagues can also view this poster on the following page.

We intend that this will become a regular output of the Group and we will soon be working on producing a 2017/18 version shortly.

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**Wear It Pink: Friday 19 October 2018**

It is that time of year when little pink pigs will be making their way around SAA with the hope of being filled with donations for Wear it Pink.

Please don pink, bake cakes and give generously to this worthwhile charity.

A Gift Aid Form will be available and, if signed, this will allow the charity to reclaim 25p of tax on every £1.00 donated.

Pink Pigs are available at the following offices:

- **Avenue Campus**
  - 65/2093 Avenue Campus c/o Danni Sarony
  - 65A/3011 Avenue Campus c/o Marie Cross

- **Highfield Campus**
  - Room 2035, Building 37
  - Room 2051, Building 37
  - Room 2111, Building 58
  - Room 2121, Building 58
  - Room 1003, Building 67
  - Room 2043, Building 85 c/o Susanne Dawson and Kam Kaur-Bicchu

- **NOCS**
  - Student Office, 166/09, Ocean and Earth Science

- **Southampton General Hospital**
  - AB233/MP801 c/o Tracey Giovacchini

- **WSA**
  - 63A/A1017 c/o Andy King

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

As detailed earlier in the Newsletter, please be aware that there will be an extended live Banner system downtime from:

- **14:00, Friday 2 November until 08:00, Monday 5 November**

Please also note that there are two further standard downtimes scheduled before the end of the calendar year:

- **Wednesday 7 November, 17:00-21:00**
- **Wednesday 5 December, 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.

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**Discoverer Reporting**

Usage monitoring of Discoverer reports on both Banner Live and Gains-Report has shown that some of the corporate reports are no longer used.

The plan is to archive these reports towards the end of October 2018 so that they are no longer available to users and will not show up when you log onto Discoverer.

Only corporate reports are being archived – this should not affect any reports that have been created by individual users.

Reports that are archived will be indicated as such in the Reporting catalogue available through SUSSED.

The reports are not being deleted and if anyone finds that a report they use has become unavailable, please raise an incident with ServiceLine for the iSolutions BI Reporting Team and we will investigate.
### Key Achievements

**Leadership and Management Training Programme**
- 283 staff attended SKILLS across 8 sessions. Topics covered included Mindfulness, Tier 4 Update, Introduction to Student Services, Data Protection and Interview Skills.

**Research Student Administration Functional Networks**
- Oversaw the completion of the PGR Tracker stabilisation project.

**Recruitment, Outreach and Admissions Functional Network**
- Delivered a highly successful Confirmation and Clearing period, resulting in increased average entry tariff.

**Student Taught Administration and Assessment Functional Network**
- Completed a Scientia upgrade on time and within budget.

**Curriculum and Timetabling Team**
- STARS Team secured approval and funding for new placements system.

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<table>
<thead>
<tr>
<th>Category</th>
<th>Achievements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Members of staff</strong></td>
<td>386</td>
</tr>
<tr>
<td><strong>Applications received</strong></td>
<td>72,059</td>
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<tr>
<td><strong>Offers made</strong></td>
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<td><strong>Visit days</strong></td>
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<td><strong>Open Days</strong></td>
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<td><strong>Enrolled students</strong></td>
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<td><strong>Visa refusal rates</strong></td>
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<td><strong>CAS raised</strong></td>
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<td><strong>Timetabled activities</strong></td>
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<tr>
<td><strong>Exam sittings</strong></td>
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<td><strong>Different examinations</strong></td>
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<td><strong>Additional Exam Requirements</strong></td>
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<tr>
<td><strong>Banner incidents resolved</strong></td>
<td>1,033</td>
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<tr>
<td><strong>Banner application upgrades</strong></td>
<td>8</td>
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<tr>
<td><strong>Banner changes applied</strong></td>
<td>79</td>
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<tr>
<td><strong>Transcripts produced</strong></td>
<td>6,739</td>
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<tr>
<td><strong>Degree Graduation Ceremonies</strong></td>
<td>51</td>
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<td><strong>Graduands</strong></td>
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<td><strong>Stage 1 appeals</strong></td>
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<td><strong>Stage 2 appeals</strong></td>
<td>96</td>
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<tr>
<td><strong>Stage 3 appeals</strong></td>
<td>21</td>
</tr>
</tbody>
</table>

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**Staff survey return rate**
- 71%

**Banner incidents resolved**
- 1,033

**Banner application upgrades**
- 8

**Banner changes applied**
- 79

**Academic Integrity (non minor cases)**
- 597

**Transcripts produced**
- 6,739

**Degree Graduation Ceremonies**
- 51

**Graduands**
- 5,479

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**Applications received**
- 72,059

**Members of staff**
- 386

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**Curriculum and Timetabling Team**
- Completed Scientia upgrade on time and within budget.

**STARS Team**
- Secured approval and funding for new placements system.

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**Recruitment, Outreach and Admissions Functional Network**
- Delivered a highly successful Confirmation and Clearing period, resulting in increased average entry tariff.

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**Research Student Administration Functional Networks**
- Oversaw the completion of the PGR Tracker stabilisation project.

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**Leadership and Management Training Programme**
- Attended SKILLS across 8 sessions. Topics covered included Mindfulness, Tier 4 Update, Introduction to Student Services, Data Protection and Interview Skills.
Your voice matters

STAFF ENGAGEMENT SURVEY 2018

We want to hear your feedback in some key areas:

→ your work
→ your development
→ working together
→ line management
→ our University’s direction and reputation

The all-staff survey is open from 17 October to 7 November.

A link to the survey will be emailed to you. It should only take you 15 minutes to complete. Paper copies will be available for staff without easy access to a computer.

→

"The survey results will help us see what we are doing well and where we need to make improvements in order to be a great place to work and to achieve our strategic goals. I encourage all staff to tell us anonymously what their views are.”

Professor Sir Christopher Snowden
President and Vice-Chancellor

STAFF ENGAGEMENT SURVEY OPENS 17 OCTOBER 2018

This is your opportunity to give feedback on the University and your working life, in complete confidence. It only takes 15 minutes to fill in. The survey is open from 17 October to 7 November.

Look out for the email from the survey company, ORC International.

If you don’t have access to a computer, paper copies are available – ask your line manager or Staff Engagement Champion for one.

Your voice matters

STAFF ENGAGEMENT SURVEY 2018

“Your voice matters

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Your voice matters