

# POSTGRADUATE ADMISSIONS– ACADEMIC SELECTORS

# **Admissions & Enrolment**

QUEEN MARY UNIVERSITY OF LONDON

01/06/2016

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### Overview

#### **1.1 Getting Access**

To get access as an Academic Selector, please log a call on the MySIS helpdesk by going to the 'SIS Support & Training' page on MySIS.

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#### 1.2 Terminology

| Expression | Meaning  |
|------------|--|
| Applicant  | This is the unique 9 digital number given to all applicants. If they enrol at Queen Mary, this then becomes their student number   |
| AS         | <b>Academic Selector</b> – This is typically an academic within a school/institution (but not always). A principal user can pass an application to an academic selector to review.                 |
| Evision    | Another name for MySIS   |
| PU         | <b>Principal User</b> – This is typically school/institutional administrative staff. Principal users review new applications receive and either make decisions, or pass them to academic selector. |

#### **1.3 Related Guides**

You may also wish to look at the following guides:

• Postgraduate Admissions – Principal Users

#### **1.4 Process Overview**

The workflow of the departmental recommendation process replicates the movement of a paper application. At its simplest, the workflow will look like this:



#### 1.5 Difference between Principal User and Academic Selector

Principal Users are typically school/institution administration staff. They receive all applications that have been forwarded by Admissions and can then either make decisions themselves, or forward them on to Academic Selectors.

Academic Selectors are typically academic staff within schools and institutions. They are forwarded specific applications by Principal Users to make a recommended decision.

Someone can be both a Principal User and an Academic Selector, but they must be careful about which option they choose when viewing 'Admissions Home'. There are different sections for each role.

## 2 Viewing Applications Released to Academic Selector

#### 2.1 Notification of applications

An automatic email will be sent to you when the Principal User has forwarded an application for you to view. This email will contain the link for MySIS and some details about the application.

On receiving this email, you can follow the link and view the application forwarded to you.

An example email of the email sent is as follows:

Dear [Name],

An online application has been received by QMUL Admissions. [Principal User] has selected you as an Academic Selector for the following applicant:

Applicant ID: [ID Number]

Applicant Name: [Applicant Name]

Course: [Course applied for]

Please log into evision to view this application.

https://mysis.qmul.ac.uk/urd/sits.urd/run/siw\_lgn

Note:

Your login details for evision will be your College username and password (also used to log in to College Webmail).

If you are unable to log in to evision this could be because we are missing some of your details. Please contact the Student Information Systems Project Team via email for assistance: sis-help@qmul.ac.uk

Thank you

#### 2.2 Viewing applications

Once you have logged into MySIS you will need to go to the Admissions Home page. From here you should see the following container:

Postgraduate Applications - Academic Selectors View applicants released for Academic Selectors Academic Selector Manual updated Clicking on 'View applicants released for Academic Selectors' will then take you to a page with the following options:

| In Progress 🔻 |
|---------------|
| •             |
|               |
|               |

The drop down list allows you to select from the following options:

- In Progress currently active applications
- Complete applications that have been sent back to Admissions with a decision
- All both of the above

(new) An academic selector may now be sent an application at the confirmation stage for a confirmation decision (applicants with status CF or C who have supplied relevant qualification documents).

(new) Re-Release (high priority) option has now been added. This will be used by central admissions to flag high priority applications; applications may be flagged as high priority at either the initial selection or the confirmation stage. In list view high priority applications are indicated by a red flag as shown below;

You can select the option and click 'Retrieve' and it will show you all applicants that meet that criteria.

| Course Application data available for Principal User: SHAIDUL HOQUE (PR. [PAR.]PG331 |                |                         |              |                           |                            |  |  |  |  |
|--|----------------|-------------------------|--------------|---------------------------|----------------------------|--|--|--|--|
| Showing 1 to 15 of 15 entries  |                |                         |              |                           |                            |  |  |  |  |
| Show 25 r entries Previous 1 Next  |                |                         |              |                           |                            |  |  |  |  |
| Student Code   | Sort Name      | MAS Course Code         | Date Created | Online Application Status | Re-Release (high priority) | View Application 🔹                     |  |  |  |
| 150730455  | DOMINGUEZ GOME | MSc FT Finance          | 22-JUL-15    | Released                  | P                          | View Application and Admissions Advice |  |  |  |
| 160937246  | DREO N         | MSc FT Economics        | 10-MAY-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160839021  | OLATOYE AF     | MSc FT Economics        | 05-MAY-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 150670977  | OKUNEYE BO     | MSc FT Business Finance | 10-MAY-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160896633  | SULTANA T      | MSc FT Economics        | 21-APR-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160856811  | NOBRE FM       | MSc FT Economics        | 20-APR-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160929676  | MARTEY E       | MSc FT Economics        | 09-MAY-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160860977  | SRIKANTH A     | MSc FT Economics        | 09-MAY-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160921267  | TOSUN G        | MSc FT Finance          | 03-MAY-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160919389  | VERA VERA PM   | MSc FT Economics        | 03-MAY-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160672473  | RODEROS R      | MSc FT Economics        | 29-APR-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160542464  | VILORIO MEDIEA | MSc FT Economics        | 07-APR-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160855870  | BROWNING E     | MSc FT Economics        | 05-APR-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 140576373  | TONNIE S       | MSc FT Economics        | 23-MAR-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| 160812987  | PRIYANKA A     | MSc FT Economics        | 23-MAR-16    | Released                  |                            | View Application and Admissions Advice |  |  |  |
| Show 25 • entries  |                |                         |              |                           |                            | Previous 1 Next                        |  |  |  |

(new) This list view can be sorted by clicking on the header of any column.

Alternatively, you can insert a specific applicant code and it will just bring back that one applicant.

Either way, you will then be presented with an overview of information for each application sent to yourself:

| Course Application data available for Academic Selector: SHAIDUL HOQUE (AR_PAP_PCOTA) |   |  |   |                               |  |  |  |  |
|---|---|--|---|-------------------------------|--|--|--|--|
| Showing 1 to 1 of 1 entries Search:   |   |  |   |                               |  |  |  |  |
| Show 25 • entries   | Show 25 r entites                                   |  |   |                               |  |  |  |  |
| Student Code 🗢 Name 🗢 Programme Applied F   | or (Code) 🗢 Online Application Status 🗢 Created Dat | Principal User     Academic Selectors  | Action  | Re-Release<br>(high priority) |  |  |  |  |
| 150730455 Miriam Dominguez Gonzalez MSc FT Finance (PFQM-L1T                          | -09) Sent to Academic Selector 22-JUL-15            | Katherine Young - Ceylan Mehmet (Completed)<br>- Shaidul Hoque (In Progress) | View Application and return to Principal User |                               |  |  |  |  |
| Show 25 v entries   |   |  |   | Previous 1 Next               |  |  |  |  |

Click on the ""View application and return to Principal User" link to view the full application, advice from admissions and any comments from the principal user and other selectors.

#### Academic Selector (AR\_DRP\_1)

| View Applicati   | ion Form   | 1   |   |  |             |                             |   |                        |                                   |                                 |
|--|--|---|---|--|-------------|-----------------------------|---|------------------------|-----------------------------------|---------------------------------|
| APPLICATION  | FORM   | L   |   |  |             |                             |   |                        |                                   |                                 |
| Supporting Do  | ocuments   |   |   |  |             |                             |   |                        |                                   |                                 |
| Name   |  | 2   |   |  | Uploaded    | d Date                      |   | S                      | Size (bytes)                      |                                 |
| Supporting do  | cumentation  | 2   |   |  | 06/Apr/20   | )15                         |   | 7                      | 7212                              |                                 |
| Resume CV  |  |   |   |  | 06/Apr/20   | 15                          |   | 1                      | 17142                             |                                 |
| Statement  |  |   |   |  | 06/Apr/20   | )15                         |   | 1                      | 6497                              |                                 |
| Application Re   | ference 1  |   |   |  | 07/Apr/20   | )15                         |   | 1                      | 2744                              |                                 |
| Degree Certific  | cate or Transc   | <u>cript</u>  |   |  | 07/Apr/20   | )15                         |   | 6                      | 68 <mark>51</mark> 8              |                                 |
| Reference 2  |  |   |   |  | 15/Apr/2015 |                             |   | 5                      | 50176                             |                                 |
|  |  |   |   |  |             |                             |   | - 22                   |                                   |                                 |
| Summary of C   | Qualifications   | (provided by applican   | <sup>(t)</sup> 3  | 1  |             |                             |   | 12                     |                                   |                                 |
| Name of institu  | ition  | Qualification   |   | Subject  | From        | То                          | Mode of attendance  | Date<br>(expe<br>pendi | of award<br>acted date if<br>ing) | Award<br>(if blank,<br>pending) |
| Queen Mary, University of Bachelors degree (Hon Medicine)  |  |   | onours - Non  | Bsc<br>Geography   | 09/2012     | 06/2015                     | FT  | 07/20                  | )15                               |                                 |
| English Langu<br>Qualification   | age Qualifica  | ations<br>est Centre Date of tes  | t Result (non   | IELTS/TOEFL 1  | tests) IEI  | LTS/TOEF                    | L Written test re   | sult IE                | LTS/TOEFL o                       | verall test res                 |
| English Langu<br>Qualification<br>Qualification A<br>Not supplied  | age Qualifica<br>Location of Te<br>Advice from A   | ations<br>est Centre Date of tes<br>Admissions Office   | t Result (non   | IELTS/TOEFL 1  | tests) IEI  | LTS/TOEFI                   | L Written test re   | sult IE                | ELTS/TOEFL o                      | verall test res                 |
| English Langu<br>Qualification<br>Qualification A<br>Not supplied<br>Notes regardi   | age Qualifica<br>Location of Te<br>Advice from A   | ations<br>est Centre Date of tes<br>Admissions Office   | t Result (non   | IELTS/TOEFL 1  | tests) IEI  | LTS/TOEF                    | L Written test re   | sult IE                | ELTS/TOEFL o                      | verall test res                 |
| English Langu<br>Qualification A<br>Qualification A<br>Not supplied<br>Notes regardi<br>Date   | age Qualifica<br>Location of Te<br>Advice from A<br>ng the applica<br>From   | ations<br>est Centre Date of tes<br>Admissions Office 4<br>ant 5  | t Result (non   | IELTS/TOEFL 1  | tests) IEI  | LTS/TOEFI                   | . Written test re   | sult IE                | ELTS/TOEFL o                      | verall test res                 |
| English Langu<br>Qualification A<br>Qualification A<br>Not supplied<br>Notes regardi<br>Date<br>D7/Apr/2015  | age Qualifica<br>Location of Te<br>Advice from A<br>ng the applica<br>From<br>Elle Gillesp   | ations<br>est Centre Date of tes<br>Admissions Office 4<br>ant 5  | t Result (non<br>To<br>-                                  | IELTS/TOEFL 1  | tests) IEL  | LTS/TOEFI<br>Messa<br>Curre | _ Written test re<br>ge<br>ge<br>nt QM student              | sult IE                | ELTS/TOEFL o                      | verall test resi                |
| English Langu<br>Qualification A<br>Qualification A<br>Not supplied<br>Notes regardi<br>Date<br>20/Apr/2015  | age Qualifica<br>Location of Te<br>Advice from A<br>ng the applica<br>From<br>Elle Gillesp<br>Ayesha Sal                                   | ations<br>est Centre Date of tes<br>Admissions Office 4<br>ant 5<br>bie (Admissions)<br>bri (Principal User)  | t Result (non<br>To<br>-<br>Sven Luka:                    | IELTS/TOEFL 1  | elector)    | Messa<br>curre<br>Note      | _ Written test re<br>ge<br>nt QM student<br>s from admissio | sult IE                | ELTS/TOEFL of                     | verall test res                 |
| English Langu<br>Qualification A<br>Qualification A<br>Not supplied<br>Notes regardi<br>Date<br>07/Apr/2015<br>20/Apr/2015   | age Qualifica<br>Location of Te<br>Advice from A<br>ng the applica<br>From<br>Elle Gillesp<br>Ayesha Sal                                   | ations<br>est Centre Date of tes<br>Admissions Office a<br>ant 5<br>bie (Admissions)<br>bri (Principal User)  | t Result (non<br>To<br>-<br>Sven Luka:                    | IELTS/TOEFL 1  | elector)    | Messa<br>curre<br>Note      | L Written test re<br>ge<br>nt QM student<br>s from admissio | suit IE                | ELTS/TOEFL o                      | verall test res                 |
| English Langu Qualification Qualification A Not supplied Notes regardi Date 07/Apr/2015 20/Apr/2015  | age Qualifica<br>Location of To<br>Advice from A<br>ng the applica<br>From<br>Elle Gillesp<br>Ayesha Sal<br>with applicat                  | ations<br>est Centre Date of tes<br>Admissions Office 4<br>ant 5<br>bie (Admissions)<br>bri (Principal User)  | t Result (non<br>To<br>-<br>Sven Luka:                    | IELTS/TOEFL 1  | elector)    | Messa<br>curre<br>Note      | L Written test re   | ons team               | ELTS/TOEFL o                      | verall test res                 |
| English Langu<br>Qualification A<br>Not supplied<br>Notes regardi<br>Date<br>07/Apr/2015<br>20/Apr/2015<br>Staff involved<br>Staff   | age Qualifica<br>Location of Te<br>Advice from A<br>g the applica<br>From<br>Elle Gillesp<br>Ayesha Sal<br>with applicat                   | ations<br>est Centre Date of tes<br>Admissions Office 2<br>ant 5<br>bie (Admissions)<br>bri (Principal User)<br>tion  | t Result (non<br>To - Sven Luka:                          | IELTS/TOEFL 1  | elector)    | Messa<br>curre<br>Note      | _ Written test re<br>ge<br>nt QM student<br>s from admissio | ons team               | ELTS/TOEFL o                      | verall test res                 |
| English Langu<br>Qualification A<br>Qualification A<br>Not supplied<br>Notes regardi<br>Date<br>07/Apr/2015<br>20/Apr/2015<br>Staff involved<br>Staff<br>Sven Lukas            | age Qualifica<br>Location of Te<br>Advice from A<br>ng the applica<br>From<br>Elle Gillesp<br>Ayesha Sal<br>with applicat                  | ations<br>est Centre Date of tes<br>Admissions Office 4<br>ant 5<br>bie (Admissions)<br>bri (Principal User)<br>tion<br>Status<br>In Progress (                             | t Result (non<br>To<br>-<br>Sven Luka:<br>Started 20/Apr/ | IELTS/TOEFL 1<br>s (Academic Se<br>2015)                   | elector)    | Messa<br>curre<br>Note      | _ Written test re   | ons team               | n:current QM si                   | verall test res                 |
| English Langu<br>Qualification A<br>Not supplied<br>Notes regardi<br>Date<br>07/Apr/2015<br>20/Apr/2015<br>Staff involved<br>Staff<br>Sven Lukas                               | age Qualifica<br>Location of Te<br>Advice from A<br>ng the applica<br>From<br>Elle Gillesp<br>Ayesha Sal<br>with applicat                  | ations<br>est Centre Date of tes<br>Admissions Office 4<br>ant 5<br>bie (Admissions)<br>bri (Principal User)<br>tion<br>Status<br>In Progress (                             | t Result (non<br>To<br>-<br>Sven Luka:<br>Started 20/Apr/ | IELTS/TOEFL 1<br>s (Academic Se<br>2015)                   | elector)    | Messa<br>curre<br>Note      | _ Written test re<br>ge<br>nt QM student<br>s from admissio | ons team               | 1:current QM s                    | tudent                          |
| English Langu<br>Qualification A<br>Qualification A<br>Not supplied<br>Notes regardi<br>Date<br>07/Apr/2015<br>20/Apr/2015<br>Staff involved<br>Staff<br>Sven Lukas<br>Action: | age Qualifica<br>Location of Te<br>Advice from A<br>ng the applica<br>From<br>Elle Gillesp<br>Ayesha Sal<br>with applicat<br>to make a dee | ations<br>est Centre Date of tes<br>Admissions Office 4<br>ant 5<br>bie (Admissions)<br>bri (Principal User)<br>tion<br>Status<br>In Progress (<br>cision on this applicant | t Result (non<br>To<br>-<br>Sven Luka:<br>Started 20/Apr/ | IELTS/TOEFL 1<br>s (Academic Se<br>2015)<br>e button below | elector)    | Messa<br>curre<br>Note      | ge<br>nt QM student<br>s from admission<br>e able to add yc | ons team               | ELTS/TOEFL o                      | verall test res                 |

The sections of the application form are as follows:

- 1. A link to view the full application form (opens in a new tab)
- 2. A link to download any documents that the applicant or Admissions have uploaded
- 3. An overview of the qualifications that the applicant has listed
- 4. Any qualification advice that Admissions has added for your consideration
- 5. Details of any notes added by anyone involved in the application; Admissions, the Principal User or Academic Selectors
- 6. A button to allow you to return the application to the Principal User

(new) Academic Selectors, now within the application view will see a new section entitled 'Confirmation of Results – Applicant Document Upload(s)' section, which contains any qualification documents uploaded by the applicant via the Confirmation upload facility in their MySIS portal. This section will only display if the applicant has uploaded Confirmation documents.

| Confirmation of Results - Applicant Document Upload(s) |                    |  |  |  |  |  |  |
|--|--------------------|--|--|--|--|--|--|
| Date Submitted   | Applicant Comments | Documents Uploaded   |  |  |  |  |  |
| 23/May/2016  |                    | transcript GAO.pdf   |  |  |  |  |  |
| 23/May/2016  |                    | Agent authorisation form pdf<br>Grading Scale from Shenzhen University.pdf<br>Transcript-Seniha Gazioglu pdf |  |  |  |  |  |

(new) If there is a conditional offer, the offer conditions on the application will be displayed

| Offer Details   |  |
|---|--|
| ***ACADEMIC REQUIREMENT***<br>This offer is conditional upon you being awarded a Second Class (2.2) Honours degree including an overall final average of 55% or above from your final year, with no failures in final year modules. |  |

#### Principal Users can forward an application to more than one Academic Selector if they wish.

Academic Selectors will receive an e-mail notification when the Principal User releases an application to them for review.

#### 2.3 Returning a decision to Principal User

When you are looking at the application, clicking 'Return a Decision' will take you to a new page whereby you can input your recommended decision.

| Academic Selector (AR_DRP_1)  |
|---|
| Return to Principal User  |
| Shiva Taheri - 100016284<br>Applying to: MSc FT Public Health for 2010/11 entry   |
| You have selected to return this application to the Principal User (Helena Tkalez). If you wish to add any notes, comments or recommendations, please do so here: |
| Please make this applicant a unconditional  |
|   |
| Click "Next" to continue  |
| Next  |

Clicking next takes you to a confirmation page from which you can either exit the process or go back to the application:

(new) An email notification will now be sent to the Principal User every time an Academic Selector returns a decision. This relates to a selection decision as well as a confirmation decision.

| Academic Selector (AR_DRP_1)  |                        |
|---|------------------------|
| Confirmation and Next Action  |                        |
| Shiva Taheri - 100016284<br>Applying to: MSc FT Public Health for 2010/11 entry   |                        |
| Thank you for submitting your feedback for this applicant.<br>Please click on a button below to select your next action |                        |
|   | Exit) View Application |

If you click "View Application" you will see the full application and comments/notes (including your own response to the Principal User). Once you have returned a comment, you cannot perform any further actions to that application.

| ct/2009 (<br>ct/2009 H   | (Admissions)<br>Helena Tkalez (Principal User)   | -<br>Helena Tkalez (Academic Selector) | This applicant does not meet the minimum requirements fo  | r this programme. |  |  |  |  |
|--|--|--|---|-------------------|--|--|--|--|
| ct/2009  | Helena Tkalez (Principal User)   | Helena Tkalez (Academic Selector)      |   |                   |  |  |  |  |
| ct/2009 F  |  | riorona marce (neadonno obrotor)       | 19/Oct/2009 Helena Tkalez (Principal User) Helena Tkalez (Academic Selector) Can you consider this applicant for a place on this programme? |                   |  |  |  |  |
| 002000 1   | 19/Oct/2009 Helena Tkalez (Academic Selector) Helena Tkalez (Principal User) Please make this applicant a unconditional offer. |  |   |                   |  |  |  |  |
| involved v   | with application   |  |   | 1                 |  |  |  |  |
|  |  | Status                                 |   | Action            |  |  |  |  |
| Helena Tkalez Completed (on 19/Oct/2009)   |  |  |   |                   |  |  |  |  |
|  |  |  |   |                   |  |  |  |  |
| Nation         Action           Helena Tkalez         Completed (on 19/Oct/2009)         -           There is nothing further for you to action regarding this applicant. You can view the application and attachments above. To exit, please use the 'E putton above.         - |  |  |   |                   |  |  |  |  |

Applications which you have returned to the Principal User with comments will remain in your list of forwarded applications for your records. You will recognise which applications are now only available for reference from the list view, as your Academic Selector status will be recorded as "Complete" and the Action will read "View Application" rather than "View Application and return to Principal User":

| Course Application data available for Principal User: SHAIDUL HOQUE |               |                               |              |   |                            |                    |  |  |
|---|---------------|-------------------------------|--------------|---|----------------------------|--------------------|--|--|
| Showing 1 to 25 of  | 3,243 entries |                               |              |   |                            | Search:            |  |  |
| Show 25 v entries   |               |                               |              |   |                            |                    |  |  |
| Student Code  | Sort Name     | ¢ MAS Course Code             | Date Created | <ul> <li>Online Application Status</li> </ul> | Re-Release (high priority) | View Application 🔷 |  |  |
| 160943007   | KRIMIANIOTI S | MSc FT Finance (CFA Pathway)  | 13-MAY-16    | Decision Applied                              |                            | View Application   |  |  |
| 160885936   | SOJATIA S     | MSc FT Investment and Finance | 18-APR-16    | Decision Applied                              |                            | View Application   |  |  |
| 160884984   | WANG X        | MSc FT Wealth Management      | 18-APR-16    | Decision Applied                              |                            | View Application   |  |  |
| 160887033   | NGUYEN H      | MSc FT Finance                | 18-APR-16    |   |                            | No action required |  |  |
| 160885578   | TAN Z         | MSc FT Finance                | 18-APR-16    | Decision Applied                              |                            | View Application   |  |  |
| 160884560   | SHAKIRTOVA A  | MSc FT Finance                | 18-APR-16    | Decision Applied                              |                            | View Application   |  |  |