mysis
support

POSTGRADUATE ADMISSIONS – ACADEMIC SELECTORS

Admissions & Enrolment

QUEEN MARY UNIVERSITY OF LONDON

01/06/2016

Contents

1   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.

1.2 Terminology

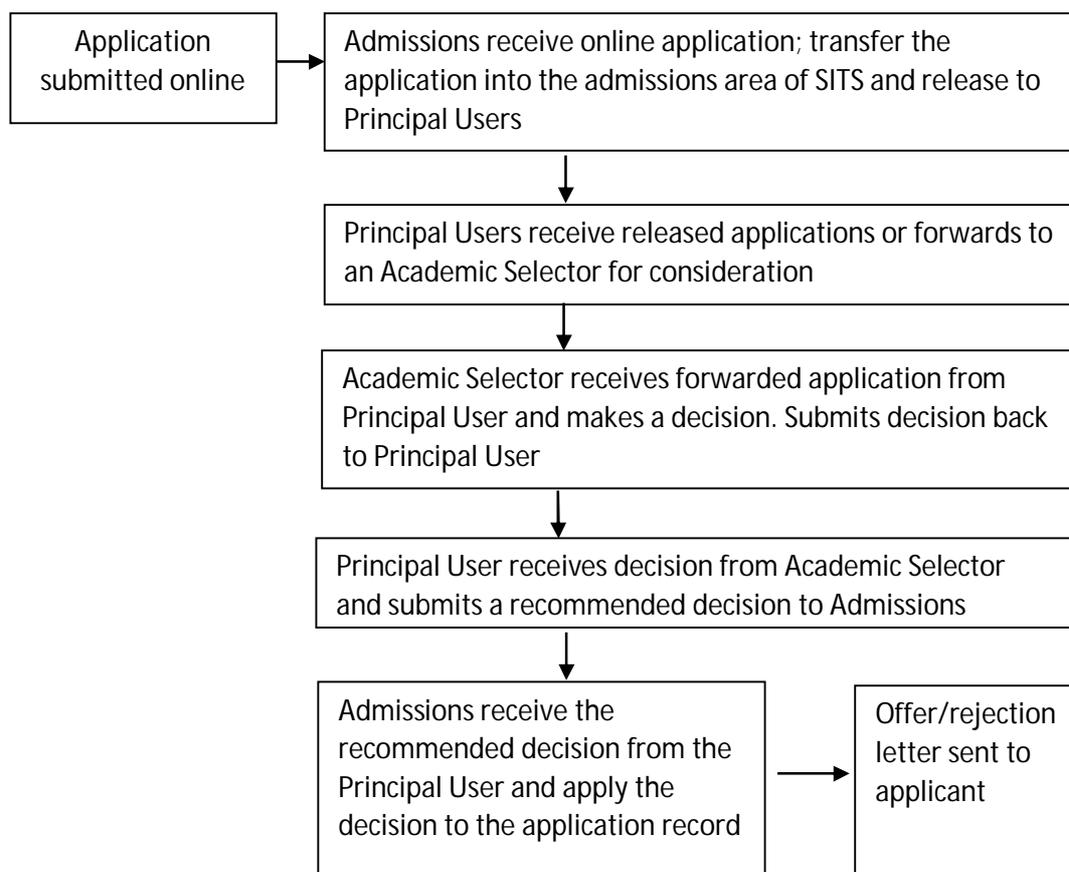| Expression	Meaning
Applicant ID	This is the unique 9 digital number given to all applicants. If they enrol at Queen Mary, this then becomes their student number.
AS	**Academic Selector** – This is typically an academic within a school/institution (but not always). A principal user can pass an application to an academic selector to review.
Evision	Another name for MySIS
PU	**Principal User** – 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:

```
┌─────────────────┐      ┌──────────────────────────────────────────────┐
│  Application    │ ───▶ │ Admissions receive online application; transfer │
│ submitted online│      │ the application into the admissions area of SITS │
│                 │      │ and release to Principal Users                   │
└─────────────────┘      └──────────────────────────────────────────────┘
                                              │
                                              ▼
                         ┌──────────────────────────────────────────────┐
                         │ Principal Users receive released applications or │
                         │ forwards to an Academic Selector for consideration │
                         └──────────────────────────────────────────────┘
                                              │
                                              ▼
                         ┌──────────────────────────────────────────────┐
                         │ Academic Selector receives forwarded application │
                         │ from Principal User and makes a decision. Submits │
                         │ decision back to Principal User                  │
                         └──────────────────────────────────────────────┘
                                              │
                                              ▼
                         ┌──────────────────────────────────────────────┐
                         │ Principal User receives decision from Academic   │
                         │ Selector and submits a recommended decision to   │
                         │ Admissions                                       │
                         └──────────────────────────────────────────────┘
                                              │
                                              ▼
        ┌────────────────────────────┐      ┌──────────────────┐
        │ Admissions receive the     │ ───▶ │ Offer/rejection  │
        │ recommended decision from  │      │ letter sent to   │
        │ the Principal User and apply│      │ applicant        │
        │ the decision to the        │      │                  │
        │ application record         │      │                  │
        └────────────────────────────┘      └──────────────────┘
```

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:
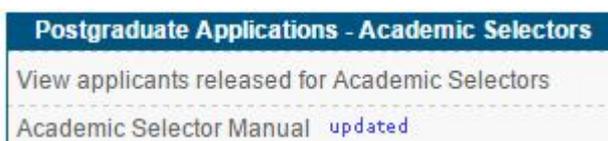
Postgraduate Applications - Academic Selectors

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:

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.

(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:

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)

Back | Print

Further Information for Harry Peter Harry McMahon - 120169218
Applying to: MSc FT Environmental Science by Research, 2015/16 entry

View Application Form 1

APPLICATION FORM

Supporting Documents

Name 2	Uploaded Date	Size (bytes)
Supporting documentation	06/Apr/2015	77212
Resume_CV	06/Apr/2015	17142
Statement	06/Apr/2015	16497
Application Reference 1	07/Apr/2015	12744
Degree Certificate or Transcript	07/Apr/2015	68518
Reference 2	15/Apr/2015	50176

Summary of Qualifications (provided by applicant) 3

Name of institution	Qualification	Subject	From	To	Mode of attendance	Date of award (expected date if pending)	Award (if blank, pending)
Queen Mary, University of London	Bachelors degree (Honours - Non Medicine)	Bsc Geography	09/2012	06/2015	FT	07/2015	

English Language Qualifications

Qualification	Location of Test Centre	Date of test	Result (non IELTS/TOEFL tests)	IELTS/TOEFL Written test result	IELTS/TOEFL overall test result

Qualification Advice from Admissions Office 4

Not supplied

Notes regarding the applicant 5

Date	From	To	Message
07/Apr/2015	Elle Gillespie (Admissions)	-	current QM student
20/Apr/2015	Ayesha Sabri (Principal User)	Sven Lukas (Academic Selector)	Notes from admissions team:current QM student

Staff involved with application

Staff	Status	Action
Sven Lukas	In Progress (Started 20/Apr/2015)	-

Action: 6

If you are able to make a decision on this applicant, please click the button below - you will be then be able to add your decision or comments to this application.

Return a Decision

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 Grading Scale from Shenzhen University.pdf Transcript- Seniha Gazioglu.pdf

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

Offer Details
ACADEMIC REQUIREMENT 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
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 offer.

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.

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.

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":