



# POSTGRADUATE ADMISSIONS – PRINCIPAL USERS

## **Admissions & Enrolment**

QUEEN MARY UNIVERSITY OF LONDON

01/06/2016

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## 1 Overview

### 1.1 Getting Access

To get access as a Principal User, please log a call on the MySIS helpdesk by going to the 'SIS Support & Training' page on MySIS. Please indicate which courses/levels you want access to (e.g. all PGT, all PGR or specific courses).

### 1.2 Terminology

Expression	Meaning
<b>Applicant ID</b>	This is the unique 9 digital number given to all applicants. If they enrol at Queen Mary, this then becomes their student number.
<b>ARO</b>	<b>Admissions Office</b> – formally known as Admissions and Recruitment Office
<b>AS</b>	<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.
<b>Evision</b>	Another name for MySIS
<b>PGT</b>	<b>Postgraduate Taught</b>
<b>PGR</b>	<b>Postgraduate Research</b> (PhD)
<b>PU</b>	<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.

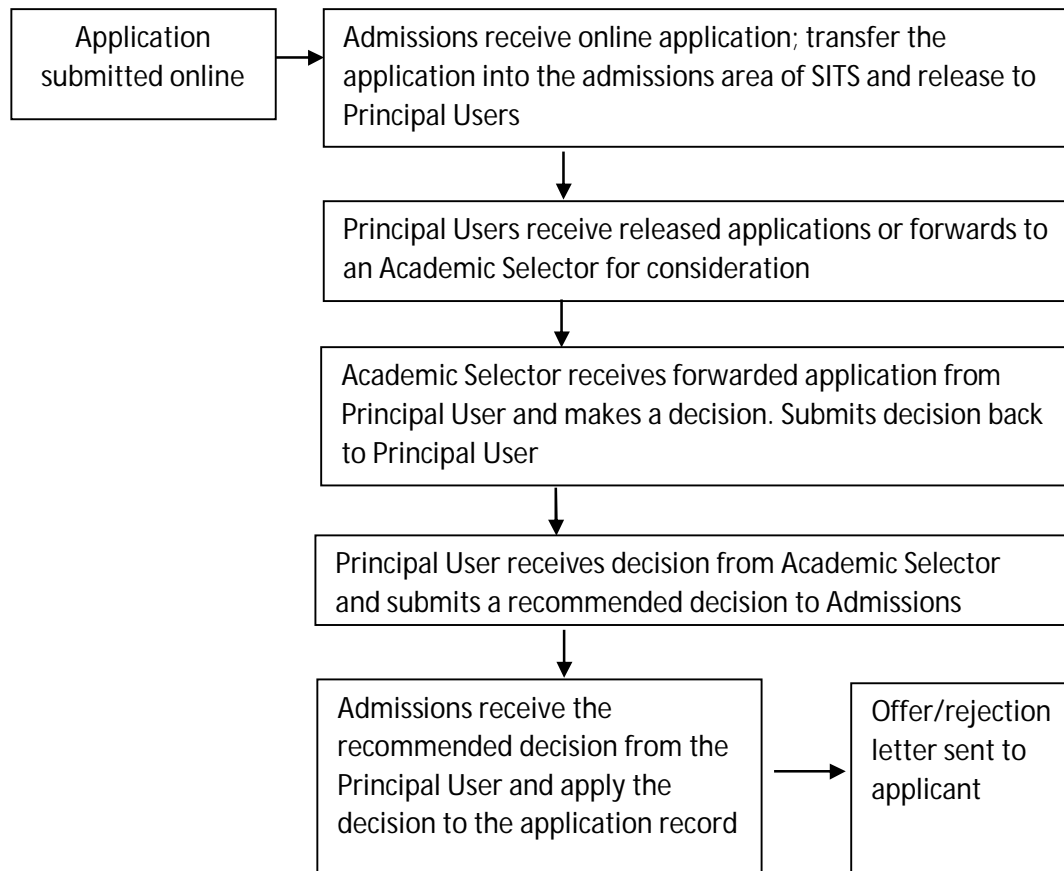
### 1.3 Related Guides

You may also wish to look at the following guides:

- Postgraduate Admissions – Academic Selectors

### 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 Principal Users

The Admissions Home page on MySIS will allow you to view and process Postgraduate Taught and Research applications. Principal Users should see the following section on this page:

Postgraduate Admissions - Principal Users	
1	View ALL applicants released for department action <i>new!</i>
3	View of live applicant data
4	Run a report on application data
5	Run a report on applicant personal details
6	Run a report: applicant data & personal details
	Principal Users Manual
	Academic Selectors Manual

Options 4, 5 and 6 are covered in section 3 of this document.

*Please note: section 2 is no longer in use.*

### 2.1 Online Application Status Codes

In options 1 (covered in section 2.2) and option 3 (covered in section 2.3) you will see an option called 'Online Application Status'. These are one-character indications of where in the decision making process the application is.

The codes are as follows:

Code	Full Name	Meaning
<b>B</b>	View applications sent back to Admissions	Applications that have been returned to Admissions by the Principal User
<b>D</b>	View applications with a decision	Applications that have had a decision input by the Admissions Office
<b>R</b>	Released to department for decision	A new application that has been sent from the Admissions office to the Principal Users to make a decision on. R will also be used for re-released applications, e.g. where a scholarship decision is now required
<b>S</b>	Released to Academic Selector	Applications that have been released to Academic Selectors <b>and</b> ones that an Academic Selector has responded to
<b>T</b>	Category B applicant, to department for advice	Applications that have been returned to Admissions, but Admissions are asking for further information and thus re-released it to the school/institute.
<b>X</b>	Re-released at confirmation stage <i>(new!)</i>	Applications released to the Principal Users where a confirmation decision is required. Applicant is CF (or C) and has submitted relevant qualification documents.

*(new)* The Principal User will receive an email notification whenever the admissions office releases an application with the code R (requires selection decision) or X (requires confirmation decision).

## 2.2 View ALL applicants released for department action

Clicking on option 1 within the Postgraduate Admissions container will present you with the following options you can use to retrieve applications:

Enter your criteria below to search for online applications

Student/Applicant ID (9 digit QMUL Student Code)	<input type="text"/>
MAS Course code	<input type="text"/>
Online Application Status	<input type="text" value="▼"/>
Admissions Academic Year	<input type="text" value="2016/17 Academic Year ▼"/>
Department code	<input type="text"/>
Re-Release (high priority)	<input type="text" value="▼"/>
<input type="button" value="Retrieve"/>	

If you begin typing the course or department code it will display a list of possible options. For example:

MAS Course code	<input type="text" value="Finan"/>																				
Online Application Status	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>PFQM-L1S3-09</td><td>MSc FT Banking and Finance</td></tr> <tr><td>PFQM-L1S5-09</td><td>MSc FT Finance and Econometrics</td></tr> <tr><td>PFQM-L1S6-09</td><td>MSc FT Business Finance</td></tr> <tr><td>PFQM-L1T1-09</td><td>MSc FT Investment and Finance</td></tr> <tr><td>PFQM-L1T5-09</td><td>MSc FT Finance</td></tr> <tr><td>PFQM-L1T6-09</td><td>MSc FT Finance (CFA Pathway)</td></tr> <tr><td>PFQM-L1U1-09</td><td>MSc FT Behavioural Finance</td></tr> <tr><td>PFQM-L1U3-09</td><td>MSc FT Behavioural Finance (CFA Pathway)</td></tr> <tr><td>PPQM-L1S4-09</td><td>MSc PT Banking and Finance</td></tr> <tr><td>PPQM-L1T2-09</td><td>MSc PT Investment and Finance</td></tr> </table>	PFQM-L1S3-09	MSc FT Banking and Finance	PFQM-L1S5-09	MSc FT Finance and Econometrics	PFQM-L1S6-09	MSc FT Business Finance	PFQM-L1T1-09	MSc FT Investment and Finance	PFQM-L1T5-09	MSc FT Finance	PFQM-L1T6-09	MSc FT Finance (CFA Pathway)	PFQM-L1U1-09	MSc FT Behavioural Finance	PFQM-L1U3-09	MSc FT Behavioural Finance (CFA Pathway)	PPQM-L1S4-09	MSc PT Banking and Finance	PPQM-L1T2-09	MSc PT Investment and Finance
PFQM-L1S3-09	MSc FT Banking and Finance																				
PFQM-L1S5-09	MSc FT Finance and Econometrics																				
PFQM-L1S6-09	MSc FT Business Finance																				
PFQM-L1T1-09	MSc FT Investment and Finance																				
PFQM-L1T5-09	MSc FT Finance																				
PFQM-L1T6-09	MSc FT Finance (CFA Pathway)																				
PFQM-L1U1-09	MSc FT Behavioural Finance																				
PFQM-L1U3-09	MSc FT Behavioural Finance (CFA Pathway)																				
PPQM-L1S4-09	MSc PT Banking and Finance																				
PPQM-L1T2-09	MSc PT Investment and Finance																				
Admissions Academic Year																					
Department code																					

The options in the Online Application Status dropdown list are explained in section 2.1.

Now that we are using MySIS for confirmation decisions, as well as initial selection, you will need to select *either* R from the dropdown list for new applications requiring a selection decision *or* X from the dropdown list for applications requiring a confirmation decision. If you wish to view only those applications that require urgent action, then you should also set the option 'Re-release (high priority)' to Yes, as this will highlight any decisions that have been marked as urgent by the Admissions Office.

You can leave any of these fields blank, but please be aware there is a limit on the number of applications you can retrieve. If you are having problems retrieving applications, try more specific retrieve criteria.

On the next page you will see the list of applicants that meet your retrieve criteria. Depending on what you've selected in Online Application Status, the table itself will vary. For example, selecting R shows something like this:

Course Application data available for Principal User: SHAIDUL HOQUE (AR\_PAP\_P0031)

Showing 1 to 15 of 15 entries Search:

Show 25 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		<a href="#">View Application and Admissions Advice</a>
160937246	DREO N	MSc FT Economics	10-MAY-16	Released		<a href="#">View Application and Admissions Advice</a>
160839021	OLATOYE AF	MSc FT Economics	05-MAY-16	Released		<a href="#">View Application and Admissions Advice</a>
150670977	OKUNEYE BO	MSc FT Business Finance	10-MAY-16	Released		<a href="#">View Application and Admissions Advice</a>
160896633	SULTANA T	MSc FT Economics	21-APR-16	Released		<a href="#">View Application and Admissions Advice</a>
160856811	NOBRE FM	MSc FT Economics	20-APR-16	Released		<a href="#">View Application and Admissions Advice</a>
160929676	MARTEY E	MSc FT Economics	09-MAY-16	Released		<a href="#">View Application and Admissions Advice</a>
160860977	SRIKANTH A	MSc FT Economics	09-MAY-16	Released		<a href="#">View Application and Admissions Advice</a>
160921267	TOSUN G	MSc FT Finance	03-MAY-16	Released		<a href="#">View Application and Admissions Advice</a>
160919389	VERA VERA PM	MSc FT Economics	03-MAY-16	Released		<a href="#">View Application and Admissions Advice</a>
160672473	RODEROS R	MSc FT Economics	29-APR-16	Released		<a href="#">View Application and Admissions Advice</a>
160542464	VILORIO MEDIEA	MSc FT Economics	07-APR-16	Released		<a href="#">View Application and Admissions Advice</a>
160855870	BROWNING E	MSc FT Economics	05-APR-16	Released		<a href="#">View Application and Admissions Advice</a>
140576373	TONNIE S	MSc FT Economics	23-MAR-16	Released		<a href="#">View Application and Admissions Advice</a>
160812987	PRIYANKA A	MSc FT Economics	23-MAR-16	Released		<a href="#">View Application and Admissions Advice</a>

Show 25 entries Previous 1 Next

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

While selecting S will show you something similar, but also include the names of the Academic Selectors the application has been released to:

Course Application data available for Principal User: SHAIDUL HOQUE (AR\_PAP\_P0031)

Showing 1 to 2 of 2 entries Search:

Show 25 entries Previous 1 Next

Student Code	Sort Name	MAS Course Code	Date Created	Online Application Status	Re-Release (high priority)	View Application
160934898	AYE A	MSc FT Business Finance	09-MAY-16			<a href="#">View Application and Admissions Advice</a>
160930708	WANG M	MSc FT Business Finance	09-MAY-16	With Academic Selector - Christina Von Hoderberg (Completed)		<a href="#">View Application and Admissions Advice</a>

Show 25 entries Previous 1 Next

Clicking View Application and Admissions Advice will then display the application itself.

Departmental Recommendation (00000607495_8267014)							
Further Information for Adi Armon - 150185688 Applying to: PhD FT History, 2015/16 entry							Back   Print
View Application Form <b>1</b>							
APPLICATION FORM							
Supporting Documents							
Name	Uploaded Date		Size (bytes)				
Supporting documentation2	15/Nov/2014		123438				
Supporting documentation	15/Nov/2014		458771				
Resume CV	15/Nov/2014		27572				
Application Reference 1	15/Nov/2014		119808				
Reference 3	15/Nov/2014		15501				
Research proposal	15/Nov/2014		40410				
Statement	15/Nov/2014		16096				
Degree Certificate or Transcript	15/Nov/2014		180712				
Summary of Qualifications (provided by applicant) <b>3</b>							
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	Doctoral Degree - PhD/Dphil, EdD, DBS, DClinPsy	The Development of Leo Strauss' Political Teaching	08/2007	08/2013	FT		
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		
OTHER - ENGL							
Qualification Advice from Admissions Office <b>4</b>							
Not supplied							
Notes regarding the applicant <b>5</b>							
Date	From	To	Message				
22/Jan/2015	Shazia Sadiq (Admissions)	-	transcript requested. will upload as soon as i have received it.				
Application Released By <b>6</b>							
Please Enter Your Recommended Decision			SADIQ SN				
Decision signed off by							
Departmental Funding Information							
Primary Supervisor (Research Degree applicants only) Find a supervisor and enter their Staff Code in this field							
Second Supervisor (Research Degree applicants only) Find a supervisor and enter their Staff Code in this field							
Has this applicant been interviewed?							
Conditions of Offer/Reason for Rejection/Query							
Submit to Admissions				Forward to Academic Selector			

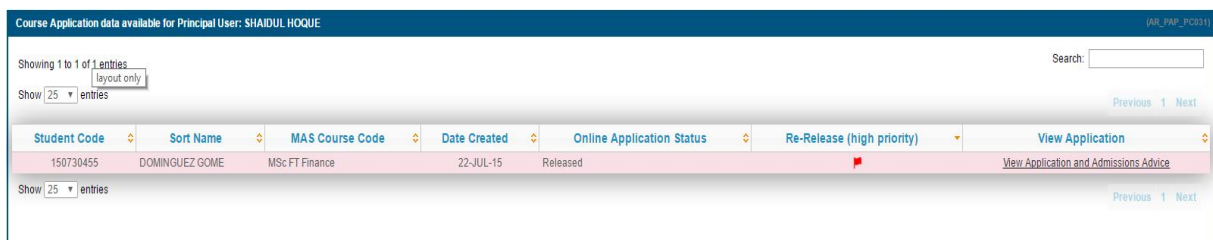
The sections of the application form are as follows:

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 section where you can either input a decision or forward the application on to the Academic Selector



## 2.3 Updated View Options (new)

- The search facility now allows for applications to be searched under 'Re-Release (high Priority)'. This will allow central admissions to flag high priority re-release(s) applications for immediate or urgent review. Applications that have been marked as high priority will show on the retrieved list indicated by a red flag. This flagging works both for applications released for an initial selection decision or a confirmation decision.
- New datatables sorting/filtering has also been introduced for the list view.



- Principal Users, 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		<a href="#">transcript.GAO.pdf</a>
23/May/2016		<a href="#">Agent authorisation form.pdf</a> <a href="#">Grading Scale from Shenzhen University.pdf</a> <a href="#">Transcript-Senihä Gazioğlu.pdf</a>

- If there is a conditional offer, the offer conditions on the application will be displayed

Offer Details
<p>***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.</p>

### 2.3.1 Forward to Academic Selector

Clicking on this button will allow you to send the application to an Academic Selector. You will see the following options:

**Departmental Recommendation (00000013320147759407)**

**Choose an Academic Selector**  
 Babasegun Okunuga Okuneye - 150670977  
 Applying to: MSc FT Business Finance for 2016/17 entry

Please choose an Academic Selector, either using (1) the dropdown list, or (2) by clicking the 'Choose another Academic Selector' link.

(1) The dropdown list contains staff in your department (School of Economics and Finance):

(2) [Choose another Academic Selector](#) and enter their PRS Code here:

(3) Please enter any additional notes here:

Click 'Next' to continue.  
 This may take a few seconds to process.  
 Please wait until you see the Confirmation Page showing the Academic Selector in the list of staff involved with this application.

Next

The first option will display a dropdown list of Academic Selectors within *your* department.

Clicking the link on the second option will allow you to search for Academic Selectors (in a new tab) from other departments based on surname. It will then display a list of Academic Selectors that match that criteria:

**STAFF LOOKUP**

**Retrieved Staff Records**

Shown below are the Staff records found for SURNAME = JONES

Staff Code	Name	Department
150163	LOUISE JONES	Not given
504596	LOUISE JANET JONES	Barts Cancer Institute - Centre for Tumour Biology
509354	COLIN JONES	School of History
510966	JUDITH JONES	Institute of Dentistry - Centre for Clinical and Diagnostic Oral Sciences
514878	JOHN JONES	School of Biological and Chemical Sciences
515094	LEE JONES	School of Politics and International Relations
517164	GWILYM JONES	School of English and Drama
517294	GARETH STEDMAN JONES	School of History
524572	JANELLE JONES	School of Biological and Chemical Sciences
525212	CHRISTOPHER JONES	School of Biological and Chemical Sciences

Please copy the Staff code for your selected person and close this window to return to your task.  
 If the member of staff you are looking for is not in this list this is probably because we are missing some of their HR data. Please log a helpcall on the helpdesk listing their details and we will ensure that their record is updated.

Copy their staff code into the box next to option 2.

Type any notes you wish in the box next to option 3 and then click Next.

This will send the Academic Selector an email informing them the application has been released. At this point you can then return to the application, where you will see the note you sent and you can re-send an email if you wish.

You can release to more than one Academic Selector.

**(new)** Principal Users can now re-send an application to Academic Selectors who have already reviewed the application as part of the initial assessment, either to request a review or to request a confirmation decision. The academic selector will receive an e-mail notification when the Principal User releases an application to them

Note that Principal Users will now receive an e-mail notification when the Academic Selector returns the application to them.

### 2.3.2 Submit to Admissions

If you have a decision to return to Admissions, you can do so by filling out the boxes at the bottom of the page:

Application Released By	SADIQ SN
Please Enter Your Recommended Decision	<input type="text"/>
Decision signed off by	<input type="text"/>
Departmental Funding Information	<input type="text"/>
Primary Supervisor (Research Degree applicants only) Find a supervisor and enter their Staff Code in this field	<input type="text"/>
Second Supervisor (Research Degree applicants only) Find a supervisor and enter their Staff Code in this field	<input type="text"/>
Has this applicant been interviewed?	<input type="checkbox"/>
Conditions of Offer/Reason for Rejection/Query	<input type="text"/>
<input type="button" value="Submit to Admissions"/> <input type="button" value="Forward to Academic Selector"/>	

From the dropdown box you can select your recommended decision; conditional, unconditional, reject, more info (from Admissions), refer, withdraw or waiting list.

Type in who signed off the decision and input any funding information if you have it.

If it is a Postgraduate Research application, input the staff codes (using the 'Find a supervisor' link to find them) for the Primary and Secondary supervisors.

Tick the box if they have been interviewed and enter any conditions of offer, reject reasons or query for Admissions in the bottom box before clicking Submit to Admissions.

If there's any outstanding Academic Selector requests you will be presented with a warning, but you can continue if you wish.

## 2.4 View of live applicant data

This allows you to get an overview of the applicant data, but not process any decisions. Clicking on this option allows you to search on slightly different criteria:

Please complete the report options and click the 'Run Report' button.

Academic Year	2015/16 ▼
Programme Name	<input type="text"/>
Department	<input type="text"/>
Date of birth (dd/mon/yy)	<input type="text"/>
Applicant Category code	<input type="text"/>
Surname	<input type="text"/>
Country of Domicile code	<input type="text"/>
Online Application Status	<input type="text"/>
Applicant ID	<input type="text"/>

The Applicant Category codes are as follows:

Code	Meaning
HCC	Home/Channel Islands Confirmed
HCP	Home/Channel Islands Provisional
HEC	Home/EU Confirmed
HEP	Home/EU Provisional
HHC	Home Confirmed
HHP	Home Provisional
OOC	Overseas Confirmed
OOP	Overseas Provisional
QQP	Query Provisional

Online Application status is discussed in section 2.1.

When you click Run Process you'll see a list of applications that meet the criteria:

<b>Applicant Details (Record 11 of 24)</b>				
Applicant Name	Applicant ID	Programme Applied For (Code)	Created Date	Action
Zuri Nyla Anderson	150128799	MA FT History (PFQM-V1Q5-09)	13/Jan/2015	<a href="#">View Applicant Details</a>

<b>Applicant Details (Record 4 of 24)</b>				
Applicant Name	Applicant ID	Programme Applied For (Code)	Created Date	Action
Jack Martin Aronne Baldan	120111550	MA FT History (PFQM-V1Q5-09)	01/Apr/2015	<a href="#">View Applicant Details</a>

Clicking View Applicant Details will then show the applicant details:

### Applicant Details - Application and Personal Data

Back  
Print

Below is listed the 1 CAP record you have retrieved.

Applicant Details (Record 1 of 1) <span style="color: red; font-size: 24px; font-weight: bold;">1</span>			
Applicant ID	120111550	Name	BALDAN JMA
Programme (Code)	MA FT History (PFQM-V1Q5-09)	Department (Code)	School of History (AR-HIST-HIST)
CAP Route (Code)	History (PSHST)	Mode of Attendance	Full-time (minimum 24 weeks study per year)
Entry Year	2015/16	Entry Month	September
Start Date	21/Sep/2015	Expected End Date	21/Sep/2016
Created Date	01/Apr/2015	Scheme	Taught Postgraduate (P)
Block	61	Occurrence	A1
Agent Flag		Applicant Category (Code)	Home (Conf) (HHC)
Online Application Flag	Decision applied in ACD		
Applicant Status (Code)	Applicant (A-A)	Withdrawal Date	
Online Application Form	APPLICATION FORM <span style="color: red; font-size: 24px; font-weight: bold;">2</span>		
Document Uploads	<a href="#">Resume CV</a> <span style="color: red; font-size: 24px; font-weight: bold;">3</span> <a href="#">Application Reference 1</a> <a href="#">Degree Certificate or Transcript Reference 2</a> <a href="#">Statement</a>		

Decision Details <span style="color: red; font-size: 24px; font-weight: bold;">4</span>									
Initial Decision	C	Initial Decision Date	21/Apr/2015	Initial Response	Initial Response Date	Confirmation Decision	Confirmation Decision Date	Confirmation Response	Confirmation Response Date

**Offer Details 5**

Offer Library Condition 1 \*\*\*ACADEMIC REQUIREMENT\*\*\* This offer is conditional upon you being awarded an Upper Second Class (2.1) Honours degree.

Offer Library Condition 2

Freetext Offer/Note

Personal Details <span style="color: red; font-size: 24px; font-weight: bold;">6</span>			
Full Name	Jack Martin Aronne Baldan	Gender	Male
DOB	21/Sep/1993	Age on Entry	22
Nationality	British	Country of Birth	United Kingdom not otherwise specified
Country of Domicile	England	Source of Interest	

**Contact Details**

<p>Home Address 1 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Home Address 2 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Home Address 3 LONDON</p> <p>Home Address 4 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Home Address 5 UNITED KINGDOM</p> <p>Home Address PC <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Home Email sits-testing@qmul.ac.uk</p> <p>Home Phone 1 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Home Phone 2 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Home Phone 3 <span style="background-color: #e0e0e0; padding: 2px;"></span></p>	<p>Contact Address 1 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Contact Address 2 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Contact Address 3 LONDON</p> <p>Contact Address 4 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Contact Address 5 UNITED KINGDOM</p> <p>Contact Address PC <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Contact Email sits-testing@qmul.ac.uk</p> <p>Contact Phone 1 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Contact Phone 2 <span style="background-color: #e0e0e0; padding: 2px;"></span></p> <p>Contact Phone 3 <span style="background-color: #e0e0e0; padding: 2px;"></span></p>
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The sections are as follows:

1. Overview of applicant details
2. Application form (opens in a new tab)
3. Documents uploaded (by applicant or Admissions)
4. Decision details (C = conditional, U = unconditional, R = reject)
5. Details of the offer sent to the applicant (if conditional)
6. Personal details of the applicant

### 3 Viewing Reports

Options 4, 5 and 6 allow you to extract information about the applicants.

Option 4 contains application details (e.g. programme applied for, decision input etc) while option 5 contains applicant personal details (e.g. contact details). Option 6 combines both of those.

This guide will only cover option 6 (Run a report: applicant data & personal details) as this covers the other two reports.

Clicking on the option will then present you with retrieve criteria to input:

ENTER DETAILS	
Please complete the report options and click the 'Run Report' button.	
Programme Name	<input type="text"/>
Academic Year	<input type="text"/>
PGT/PGR	<input type="text"/>
Applicant Category code	<input type="text"/>
Initial Decision	<input type="text"/>
Status code	<input type="text"/>
Department	<input type="text"/>
<input type="button" value="Clear Fields"/> <input type="button" value="Run Report"/>	

PGT/PGR refers to whether it's Postgraduate Taught or Postgraduate Research.

Applicant Category code can be H (Home), O (Overseas) or Q (Query).

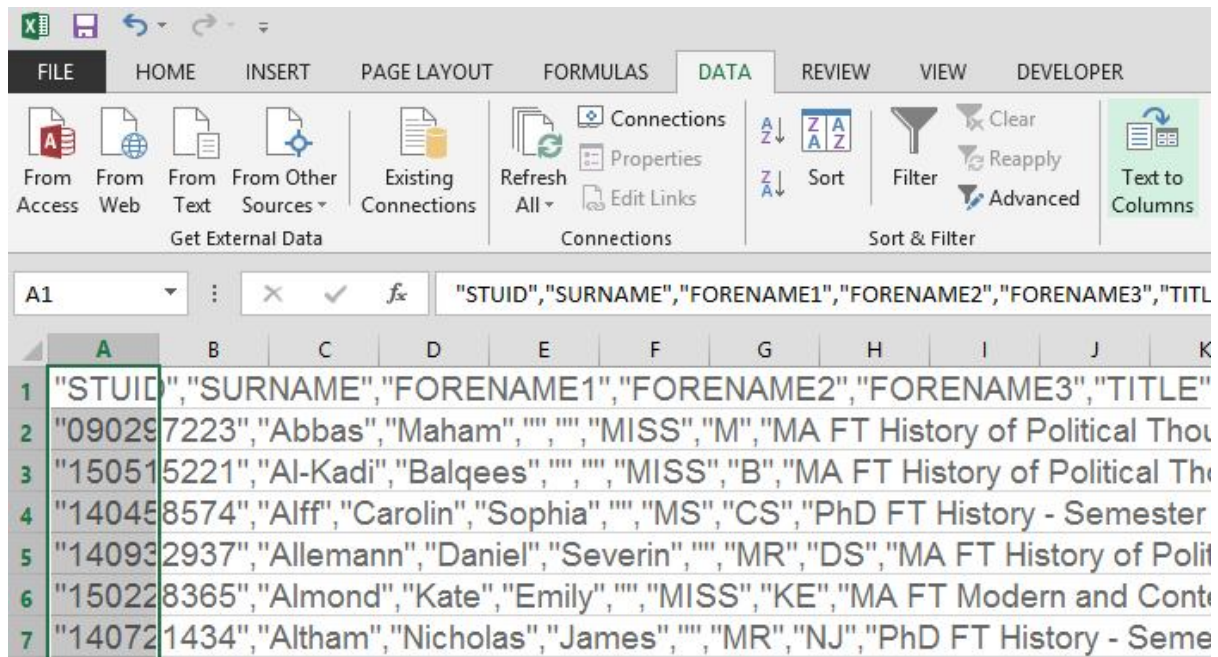
Initial Decision can be C (Conditional), R (Reject) or U (Unconditional).

Once you click on Run Report it will then begin preparing your report. *It may take a while to complete depending on the criteria you put in.*

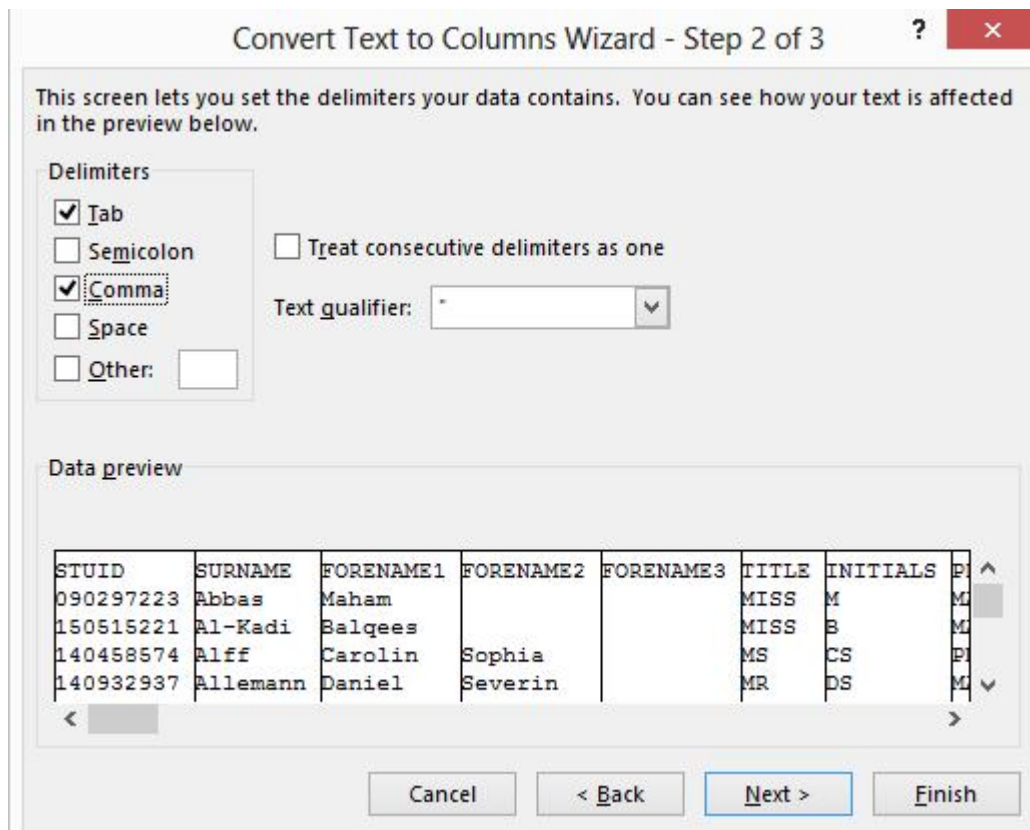
Once it has completed, you will then be presented the results in text format. You will need to copy this text and paste it into Excel.

Select the first column (as in the screenshot) below and click 'Text to Columns', found on the 'DATA' tab in the ribbon (highlighted in green below):





A new window will open. From here choose Delimited and click Next. On the next page tick Comma and then click Next.



On the next page you then want to highlight 'STUID' at least (but you can also highlight other columns) and change the data format to Text. This will prevent leading 0s from being removed (e.g.

090297223 in the example above would become 90297223 if you did not). Clicking on Finish will then give you the complete spreadsheet.

	A	B	C	D	E	F	G
1	STUID	SURNAME	FORENAME1	FORENAME2	FORENAME3	TITLE	INITIALS
2	090297223	Abbas	Maham			MISS	M
3	150515221	Al-Kadi	Balqees			MISS	B
4	140458574	Alff	Carolyn	Sophia		MS	CS
5	140932937	Allemann	Daniel	Severin		MR	DS
6	150228365	Almond	Kate	Emily		MISS	KE
7	140721434	Altham	Nicholas	James		MR	NJ
8	150713182	Alvarez Hernandez	Jose Maria			MR	J
9	150242268	An	Xing			MR	X

The full list of fields in this report are as follows:

- STUID
- SURNAME
- FORENAME1
- FORENAME2
- FORENAME3
- TITLE
- INITIALS
- PROGRAMME NAME
- APPLICANT STATUS
- INITIAL DECISIONS
- INITIAL DECISION DATE
- INITIAL RESPONSE
- INITIAL RESPONSE DATE
- CONFIRMATION DECISION
- CONFIRMATION DECISION DATE
- CONFIRMATION RESPONSE
- CONFIRMATION RESPONSE DATE
- DISABILITY CODE
- DATE OF BIRTH
- NATIONALITY
- DOMICILE
- HOME ADDRESS1
- HOME ADDRESS2
- HOME ADDRESS3
- HOME ADDRESS4
- HOME ADDRESS5
- HOME ADDRESS COUNTRY
- HOME POSTCODE
- HOME TEL NO
- HOME EMAIL
- CONTACT ADDRESS1
- CONTACT ADDRESS2
- CONTACT ADDRESS3
- CONTACT ADDRESS4
- CONTACT ADDRESS5
- CONTACT ADDRESS COUNTRY
- CONTACT POSTCODE
- CONTACT TEL NO
- CONTACT EMAIL
- FEE STATUS