


 The logo features the word 'BIRMS' in a dark red, serif font. To its right, 'EOS' is written in a larger, bold, dark red serif font. Further to the right, the words 'End of Session' are written in a smaller, dark red, sans-serif font.

This document provides information on the end of session progress decisions and the relevant ART to be applied in BIRMS for postgraduate researchers (PGRs). Section 3 of the [Code of Practice for Supervision and Monitoring Progress of PGRs](#) sets out the requirements for the review of progress of all postgraduate researchers. The progress decisions described in points 3 -8 below are as listed in Section 3.6 of the Code of Practice for Supervision & Monitoring Progress of PGRs.

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Look out for the following:



Text alongside this draws your attention to important information which you need to consider before applying the progress decision.



Specific information relating to international postgraduate researchers.




Tips and advice on end of session processing

1. Release of marks and module recommendations for taught modules before the annual progress review has taken place.



If module marks and recommendations have been recorded and you are not responsible for these, you must check that the marks have been ratified before releasing ART W. If you are not the administrator for the PGR's home School, and do not have permission to release the marks, you must ask the relevant School contact to do this.

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
W	<p>Used where marks and module recommendations are confirmed and available for release before the end of year ART has been agreed</p> <p>Can be applied with missing marks and module recommendation</p> <p>Requires a further ART to be returned once the annual progress review has taken place. The ART for the final agreed progress decision should be entered in the main assessment period where all modules have been passed, or in supplementary assessment period where supplementary assessments have been taken</p>	<p>Has no validation on minimum and maximum periods of registration as this decision does not progress the PGR to the next academic year</p> <p> please ensure that any credit values are correct and appropriate amendments made where the full credit value is not being awarded</p>	<p>MAIN and SUPPLEMENTARY assessment periods and can be used throughout the academic year</p>	<ul style="list-style-type: none"> Releases marks and module recommendations to Banner and the student portal only.

BIRMS Processing:

- Press the M button in ES03 to check that all marks and module registrations that you wish to process have been entered. **N.B. The credit values that are displayed in ES04 are the credit values for the module. If partial credits have been awarded, these won't display in ES04. You will need to check in ME05.**
- Select W from the ART drop down menu.
- Tick School Progress Panel and Release Decision & Marks.






Errors: Where errors are generated a message will appear at the top of the screen to advise you. Click on the "Display errors" and then on "Expand all".

If you do not know how to correct the error or if you do not understand the error message, please refer to Appendix C of the [appendices](#). **When contacting the RSA team about the error, it is essential that you provide details of the PGR's ID number and the wording of the error.**

2. Progress is satisfactory and the postgraduate researcher may continue with their studies as a normally registered postgraduate researcher, paying tuition fees.

ART that can be applied in BIRMS:

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
A	Proceed to next academic year normally registered (NR)	<p>The end of the minimum period of registration does not expire by 30/09/2023(*)</p> <p>PGR is to continue normally registered on the same programme of study</p>  <p>PGR is not required to take any supplementary or resit assessments</p> <p>(*if end of min reg is between 1st to 15th October 2023 please do not use ART A – contact RSA for advice)</p>	<p>Main</p> <p>Supplementary First attempt marks and module recommendations should be released with ART W</p>	<ul style="list-style-type: none"> • Calculates the tuition fee for the new academic year based on end of minimum period of registration • Creates a new general student record for the new academic year • Changes status to ER for new academic year (expected to re-register) • Updates programme year • Enables Online Registration for new academic year • Email generated to advise PGR to re-register online (Online Registration) • Releases marks and module recommendations to Banner • Releases confirmation of progress decision to student portal
D	Proceed to next academic year normally registered (NR) with outstanding taught module requirements	<p>A mark and module recommendation must be entered for any taught modules taken as part of their programme and re-assessment of at least one module required in the following academic year</p> <p>The end of the minimum period of registration does not expire by 30/09/2023(*)</p> <p>PGR is to continue normally registered on the same programme of study</p>  <p>(*if end of min reg is before 15th October 2023 please do not use ART D – contact RSA for advice)</p>	<p>Main</p> <p>Supplementary First attempt marks and module recommendations should be released with ART W</p>	<ul style="list-style-type: none"> • Calculates the tuition fee for the new academic year based on end of minimum period of registration • Creates a new general student record for the new academic year • Changes status to ER for new academic year (expected to reregister) • Updates programme year • Enables Online Registration for new academic year • Email generated to advise PGR to re-register online (Online Registration) • Releases marks and module recommendations to Banner • Releases confirmation of progress decision to student portal

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
L	<p>Extend minimum period of registration and proceed to next academic year as normally registered (NR)</p>	<p>A mark and module recommendation must be entered for any taught modules taken as part of their programme</p> <p>Research is not sufficiently advanced for PGR to transfer to thesis awaited status</p> <p>The end of the maximum period of registration is beyond 30/09/2023.</p> <p>The minimum period of registration cannot be extended beyond the current maximum period of registration.</p> <div style="text-align: center;">  <p>The end of the minimum period of registration expires between 01/08/2023 and 30/09/2023 and therefore a new end of minimum period of registration must be entered in the “Amended end of minimum period of registration”</p> <p>Please do not process an ART L for students in NR whose minimum registration ended prior to 01/08/2023 (and therefore there is an outstanding decision). Please contact RSA as processing ART L will create a fee gap in 2022/23.</p> </div>	<p>Main</p> <p>Supplementary First attempt marks and module recommendations should be released with ART W</p>	<ul style="list-style-type: none"> Registers PGR on resits or sits in the new academic year Calculates the tuition fee for the new academic year based on the new end of minimum period of registration Updates end of minimum period of registration recorded Creates a new general student record for the new academic year Changes status to ER for new academic year (expected to re-register) Updates programme year Enables Online Registration for new academic year Email generated to advise PGR to re-register online (Online Registration) Releases marks and module recommendations to Banner Releases confirmation of progress decision to student portal

BIRMS Processing

- In ES03 press the M button to check that a mark and module recommendation has been entered for all modules. **N.B. The credit values that are displayed in ES04 are the credit values for the module. If partial credits have been awarded, these won't display in ES04. You will need to check in ME05.**
- Select A, D, L as relevant from the ART drop down menu.
- FOR ART L only** - Enter the new end of minimum period of registration in the column “Amended end of minimum period of registration”. Note: this can only be up to a maximum of 12 months or to the end of the maximum period of registration if this is before 30/09/2024.

- On pressing save or release decisions and marks, the number of months the PGR will be normally registered and charged tuition fees for, will be auto calculated based on the number of months from 01/10/2023 to the end of the new academic year 30/09/2024, or to the end of the revised minimum period of registration (whichever is soonest).
- To release to Banner, tick School Progress Panel and Release Decision & Marks.





Errors: Where errors are generated a message will appear at the top of the screen to advise you. Click on the “Display errors” and then on “Expand all”.

If you do not know how to correct the error or if you do not understand the error message, please refer to Appendix C of the [appendices](#). **When contacting the RSA team about the error, it is essential that you provide details of the PGR’s ID number and the wording of the error.**

3. Progress is satisfactory and the postgraduate researcher, having completed the minimum period of registration, has completed the primary research activity and may proceed to Thesis Awaited status, paying the continuation fee.

ART to be applied in BIRMS:

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
H	<p>Proceed to thesis awaited status from beginning of next academic year</p>	<p>A mark and module recommendation must be entered for any taught modules taken as part of their programme</p> <p>The end of the minimum period of registration expires between 01/08/2023 and 30/09/2023 and the end of the maximum period of registration does not expire by 30/09/2023</p> <p> PGR is not required to take any supplementary or resit assessments in the following academic year</p> <p>Please do not process an ART H for students in NR whose minimum registration ended prior to 01/08/2023 (and therefore there is an outstanding decision). Please contact RSA as processing ART H will create a fee gap in 2022/23.</p>	<p>Main</p> <p>Supplementary First attempt marks and module recommendations should be released with ART W</p>	<ul style="list-style-type: none"> • Adds the annual continuation fee charge • Creates a new general student record for the new academic year • Changes status to T (thesis awaited) for the new academic year • Does not update programme year • Email generated which confirms transfer to thesis awaited and advises PGR to re-register online (Online Registration) and to pay the continuation fee • Releases marks and confirmation of progress decision on student portal

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
T	Proceed to thesis awaited status from beginning of next academic year with outstanding taught module requirements (i.e. need to complete re-assessment or resits)	<p>A mark and module recommendation must be entered for any taught modules taken as part of their programme and re-assessment of at least one module required in the following academic year</p> <p>The end of the minimum period of registration expires between 01/08/2023 and 30/09/2023 and the end of the maximum period of registration does not expire by 30/09/2023</p> <p> PGR is required to take any supplementary or resit assessments in the following academic year</p> <p>Please do not process an ART T for students in NR whose minimum registration ended prior to 01/08/2023 (and therefore there is an outstanding decision). Please contact RSA as processing ART T will create a fee gap in 2022/23.</p>	<p>Main</p> <p>Supplementary First attempt marks and module recommendations should be released with ART W</p>	<ul style="list-style-type: none"> • Adds the continuation fee charge • Creates a new general student record for the new academic year • Changes status to T (thesis awaited) for next academic year • Does not update programme year • Email generated which confirms transfer to thesis awaited and advises PGR to re-register online (Online Registration) and to pay the continuation fee • Releases marks and confirmation of progress decision on student portal • Registers student on resits or sits in the new academic year

BIRMS Processing ART H and T:

- In ES03 press the M Button to check that a mark and module recommendation has been entered for all modules. **N.B. The credit values that are displayed in ES04 are the credit values for the module. If partial credits have been awarded, these won't display in ES04. You will need to check in ME05.**
- Select H or T from the ART drop down menu.
- On pressing save or release decisions and marks, the number of months will be automatically entered in the number of months column and will normally be 12 irrespective of the date of the end of their maximum period of registration. The continuation fee in 2023-24 is a one-off fee of £276 per annum. Where the thesis has been submitted, the number of months column will be populated with 0 as a continuation fee is not payable.
- Tick School Progress Panel and Release Decision & Marks.






Errors: Where errors are generated a message will appear at the top of the screen to advise you. Click on the “Display errors” and then on “Expand all”.


If you do not know how to correct the error or if you do not understand the error message, please refer to Appendix C of the [appendices](#). **When contacting the RSA team about the error, it is essential that you provide details of the PGR’s ID number and the wording of the error.**

4. Progress is unsatisfactory. A work plan of supportive or corrective action must be agreed and a date for further review of progress set. Where the initial progress review is at the end of the academic year the postgraduate researcher would be permitted to proceed into the next year, but confirmation of their continued registration must be confirmed once the second progress review had been completed. If progress were to remain unsatisfactory, the postgraduate researcher may be required to withdraw (see Regulation 7.4.9).

ART that can be applied in BIRMS:

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
A	Proceed to next academic year normally registered (NR)	<p>The end of the minimum period of registration does not expire by 30/09/2023(*)</p> <p>PGR is to continue normally registered on the same programme of study</p>  <p>PGR is not required to take any supplementary or resit assessments</p> <p>(*if end of min reg is between 1st to 15th October 2023 please do not use ART A – contact RSA for advice)</p>	<p>Main</p> <p>Supplementary First attempt marks and module recommendations should be released with ART W</p>	<ul style="list-style-type: none"> • Calculates the tuition fee for the new academic year based on end of minimum period of registration • Creates a new general student record for the new academic year • Changes status to ER for new academic year (expected to re-register) • Updates programme year • Enables Online Registration for new academic year • Email generated to advise PGR to re-register online (Online Registration) • Releases marks and module recommendations to Banner • Releases confirmation of progress decision to student portal • PLEASE NOTE: A plan of supportive action and a further review date must be set, and the PGR advised of this.
D	Proceed to next academic year normally registered (NR) with outstanding taught module requirements	<p>A mark and module recommendation must be entered for any taught modules taken as part of their programme and re-assessment of at least one module required in the following academic year</p> <p>The end of the minimum period of registration does not expire by 30/09/2023. PGR is to continue normally registered on the same programme of study</p>	<p>Main</p> <p>Supplementary First attempt marks and module recommendations should be released with ART W</p>	<ul style="list-style-type: none"> • Calculates the tuition fee for the new academic year based on end of minimum period of registration • Creates a new general student record for the new academic year • Changes status to ER for new academic year (expected to reregister) • Updates programme year • Enables Online Registration for new academic year • Email generated to advise PGR to re-register online (Online Registration) • Releases marks and module recommendations to Banner

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
		 <p>(*if end of min reg is between 1st to 15th October 2023 please do not use ART D – contact RSA for advice)</p>		<ul style="list-style-type: none"> Releases confirmation of progress decision to student portal Registers PGR on resits or sits in the new academic year PLEASE NOTE: A plan of supportive action and a further review date must be set, and the PGR advised of this
L	<p>Extend minimum period of registration and proceed to next academic year as normally registered (NR)</p>	<p>A mark and module recommendation must be entered for any taught modules taken as part of their programme</p> <p>Research is not sufficiently advanced for PGR to transfer to thesis awaited status</p> <p>The end of the maximum period of registration is beyond 30/09/2023</p>  <p>The end of the minimum period of registration expires between 01/08/2023 and 30/09/2023 and therefore a new end of minimum period of registration must be entered in the “Amended end of minimum period of registration”</p> <p>Please do not process an ART L for students in NR whose minimum registration ended prior to 01/08/2023 (and therefore there is an outstanding decision). Please contact RSA as processing ART L will create a fee gap in 2020/22.</p>	<p>Main</p> <p>Supplementary First attempt marks and module recommendations should be released with ART W</p>	<ul style="list-style-type: none"> Calculates the tuition fee for the new academic year based on the new end of minimum period of registration Updates end of minimum period of registration recorded Creates a new general student record for the new academic year Changes status to ER for new academic year (expected to re-register) Updates programme year Enables Online Registration for new academic year Email generated to advise PGR to re-register online (Online Registration) Releases marks and module recommendations to Banner Releases confirmation of progress decision to student portal PLEASE NOTE: A plan of supportive action and a further review date must be set, and the PGR advised of this
J	<p>External resit - TO BE USED ONLY FOR:</p>	<p>Mark and module recommendation must be entered for all taught</p>	<p>Main</p>	<ul style="list-style-type: none"> Creates a new general student record for the new

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
	<p>PGRs on PhD with Integrated Study where progression to the next year of study/remainder of the programme is dependent on passing all the taught modules and the PGR has failed to do so.</p> <p>PGR is required to take resit examinations as an external student i.e. not in attendance during 2023-24).</p>	<p>modules taken as part of their programme and re-assessment of at least one module required in the following academic year as an external student (a module recommendation of RS/MX is present for at least one module).</p>	<p>Supplementary: First attempt marks and module recommendations should be released with ART W</p>	<p>academic year</p> <ul style="list-style-type: none"> • Changes status to X (external resit) for new academic year • Does not update the programme year • Enables Online Registration for new academic year • Releases marks and module recommendations to Banner Releases confirmation of progress decision to student portal • Does not charge tuition fees for the external resit year

BIRMS Processing

- In ES03 press the M button to check that a mark and module recommendations have been entered for all modules. **N.B. The credit values that are displayed in ES04 are the credit values for the module. If partial credits have been awarded, these won't display in ES04. You will need to check in ME05.**
- Select A, D, L or J as relevant from the ART drop down menu.
- **FOR ART L only** - Enter the new end of minimum period of registration in the column "Amended end of minimum period of registration". Note: this can only be up to a maximum of 12 months or to the end of the maximum period of registration if this is before 30/09/2023.
- On pressing save or release decisions and marks, the number of months the PGR will be normally registered and charged tuition fees for, will be auto calculated based on the number of months from 01/10/2023 to the end of the new academic year 30/09/2024, or to the end of the revised minimum period of registration (whichever is soonest).
- **FOR ART J only** – calculate an amended end of minimum and maximum period of registration to account for the year that the PGR is to be an external resit. No tuition fees will be charged during the external resit year
- To release to Banner, tick School Progress Panel and Release Decision & Marks.



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If you do not know how to correct the error or if you do not understand the error message, please refer to Appendix C of the [appendices](#). **When contacting the RSA team about the error, it is essential that you provide details of the PGR's ID number and the wording of the error.**

5. Transfer to a Doctoral programme from a Masters programme (see Regulation 7.4.8(b)).

INTERNATIONAL PGRS




A proceed and transfer decision for an international PGR may have an impact on the PGR’s visa. The PGR must be advised to contact the IST (International Student Team) before the proceed and transfer decision is actioned in BIRMS. Please notify the [RSA PBS Team](#) of any PGRs in this situation and do not apply a progress decision until the PGR has contacted The IST and the RSA PBS team have advised that it is okay to do so.

Further information can be found on the International Students Team’s [Academic Progression](#) web page.

For all ATAS attracting areas of research, a new ATAS certificate must be obtained before the transfer can be actioned. There is validation in built into BIRMS which will prevent a transfer being actioned if ATAS has not been logged by RSA.

ART that can be applied in BIRMS:

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
E	Proceed to next academic year normally registered (NR) and transfer programme	<p>A mark and module recommendation must be entered for any taught modules taken as part of their programme</p> <p>The new programme and year must exist in the Programme drop down list in BIRMS ES03</p> <p>PGR is to continue normally registered on the new programme of study</p> <p> Please refer any ART E decisions to the RSA PBS Team for releasing the ART in BIRMS.</p> <p>For ATAS attracting programmes, a new ATAS certificate must have been obtained and logged by RSA before the ART can be released in BIRMS. N.B. There are currently long delays in the FCDO issuing ATAS. PGRs are advised to apply as early as possible.</p>	<p>Main</p> <p>Supplementary: First attempt marks and module recommendations should have been released with ART W</p>	<ul style="list-style-type: none"> • Updates programme • Revised end of minimum and maximum periods of registration recorded • Calculates the tuition fee for the new academic year based on end of the new minimum period of registration • Creates a new general student record for the new academic year • Changes status to ER for new academic year (expected to reregister) • Updates programme year • Enables Online Registration for new academic year Email generated to advise PGR to re-register online (Online Registration) • Releases marks and module recommendations to Banner Releases confirmation of progress decision to student portal • If applicable, registers PGR on resits or sits in the new academic year

BIRMS Processing

- In ES03 press the M Button to check that a mark and module recommendation has been entered for all modules. N.B. The credit values that are displayed in ES04 are the credit values for the module. If partial credits have been awarded, these won't display in ES04. You will need to check in ME05.
- Select E from the ART drop down menu.
- Select the new programme and programme year from the drop down list. (If this field is not enabled, or an error is generated when you try to release the decision, please contact the RSA team.
- Calculate and enter the new end of minimum and maximum periods of registration and enter these in the "Amended end of min reg" and "Amended end of max reg" columns. (Please contact the RSA team if you need help with calculating the revised dates)
- On pressing save (or release decisions and marks), the number of months the PGR will be normally registered and charged tuition fees in the new academic year, will be auto calculated based on the number of months from 01/10/2023 to the end of the new academic year 30/09/2024 or to the end of the new minimum period of registration (whichever is earliest).
- Tick School Progress Panel and Release Decision & Marks.



Errors: Where errors are generated a message will appear at the top of the screen to advise you. Click on the "Display errors" and then on "Expand all". If you do not know how to correct the error or if you do not understand the error message, please contact RSA.

When contacting the RSA team about the error, it is essential that you provide details of the PGR's ID number and the wording of the error.

6. Transfer to a Masters programme from a Doctoral programme (postgraduate researcher would have the right of appeal) (see Regulation 7.4.8).



A decision to downgrade registration from Doctoral to Masters, **MUST NOT be processed via BIRMS.**

A transfer from a Doctoral programme to a Masters programme is covered by the following Regulation:

7.4.8 (f) Transfer from Doctoral to Masters programmes

(i) Transfer from a Doctoral programme of study to a Masters by Research or, in the case of Professional Doctorates or PhDs with Integrated Study, a related taught Masters programme may be requested by the Registered Student or recommended by the Head of Principal Academic Unit at any time prior to the submission of the Doctoral thesis.

(ii) The transfer is subject to approval by the Senate or under delegated authority. If the Registered Student does not agree with the recommendation of the Head of Principal Academic Unit, then the decision of the Senate or a delegated authority must take account of the views of both the Registered Student and the Principal Academic Unit. If the transfer is approved, and the Registered Student is in disagreement with this decision, the Registered Student shall be given the opportunity to submit an appeal in accordance with Regulation 7.9

A recommendation of downgrade from Doctoral level to Masters level must be referred to the Research Progress & Awards Sub Panel for consideration.

The following documentation should be sent to pgrletforms@contacts.bham.ac.uk

- full supporting documentation
- [PGR Programme Transfer Downgrade form](#)

The documentation should provide a summary of the background to the case and indicate whether the PGR is in agreement with the recommendation or not. In cases where the PGR does not agree, the PGR should be given the opportunity to submit a written statement explaining why they are not in agreement for consideration by the Sub Panel alongside the case submitted by the school.

If the recommendation is approved the PGR will be advised by email and letter and of their right of appeal.

INTERNATIONAL PGRS



A downgrade of registration from PhD to Masters for an international PGR may have an impact on the PGR's visa. The PGR must be advised to contact the IST.

Further information can be found on the International Students Team's [Academic Progression](#) web page.

For all ATAS attracting areas of research, a new ATAS certificate must be obtained before the transfer can be actioned. There is validation in built into BIRMS which will prevent a transfer being actioned if ATAS has not been logged by RSA.

7. Required to withdraw: This recommendation would have to be taken in accordance with the relevant University regulation. The postgraduate researcher would have the right of appeal (see Regulation 7.4.9 and Code of Practice for Reasonable Diligence).



A decision of fail and withdraw **MUST NOT** be processed via BIRMS.

A decision of required to withdraw permanently from the programme of study should be recommended either under the following Regulation:

7.4.9 Withdrawal

7.4.9 (a) The Senate or delegated authority shall require a Registered Student to withdraw if: (i) there is no likelihood that the Registered Student will successfully complete the programme within the maximum period allowed for submission of a thesis, or

(ii) the Registered Student has failed to achieve credit in a taught module.

7.4.9 (b) A Registered Student who is required to withdraw shall be given the opportunity to submit an appeal in accordance with the Code of Practice on Primary Appeals Procedure.

or as a result of action under the Code of Practice on Reasonable Diligence Procedure

A statement summarising the background to the case, together with supporting documentation, must be referred to the Research Progress & Awards Sub Panel for consideration.

Where the PGR has qualified for the award of an alternative or interim exit qualification this should be identified in the supporting documentation. In such instances, please refer to [Regulation 7.3.2](#) from the Postgraduate Taught Regulations.

The case together with supporting documentation should be sent to pgrletforms@contacts.bham.ac.uk. The case will then be forward to the Research Progress & Awards Sub Panel for consideration. Cases will not be referred to the Sub Panel for approval unless **supporting evidence is provided**. If the Sub Panel approves the decision, the PGR will be advised by email and letter of the decision and their right of appeal.

(* For cases submitted as a result of lack of reasonable diligence, the Code of Practice for Reasonable Diligence must be followed and evidence to confirm this should be submitted with the case for referral to the Research Progress & Awards Sub Panel.)

INTERNATIONAL PGRS



A required to withdraw decision will result in the University reporting [withdrawal of immigration sponsorship](#) against the PGRs Student Visa (previously called Tier 4) The PGR will be advised of this when the decision is confirmed to them, and they will be advised to seek advice from the International Student Team.

8. Voluntary withdrawal



Where a PGR has voluntarily withdrawn, an ART **MUST NOT** be processed via BIRMS.

A record cannot be updated to leaver status without written confirmation from the PGR confirming their withdrawal (email is fine). This should be sent to RSA (pgrstudentrecords@contacts.bham.ac.uk) and whether the PGR has qualified for an exit qualification, such as a postgraduate certificate for successful completion of 60 credits of taught modules. The RSA team will assess the PGRs tuition fee liability based on the date of their withdrawal and write to them to confirm their withdrawal.

INTERNATIONAL PGRS



Voluntary withdraw will result in the University reporting withdrawal of immigration sponsorship against the PGRs Student Visa (previously called Tier 4) The PGR will be advised of this when the decision is confirmed to them, and they will be advised to seek advice from the International Student Team.

9. Leave of Absence – expires after 30 September 2023

To identify students currently on a leave of absence, exclude all statuses except LA in BIRMS ES03. PGRs who are currently on leave of absence will be shown as LA in the column headed “Status”. To identify students whose LoA expires **after** 30 September use the BOXI report “**students by Leave of Absence to Date**” located in Banner Documents: Students: Student Records Research. Enter 30/09/2023 into the “Leave of Absence To Date greater than or equal to” prompt. See Appendix B of the [appendices](#).

For any PGRs whose leave of absence is due to expire after 30 September 2023 the following ART should be applied

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
X	Continue in same registration status – Leave of Absence (LA)	The existing registration status must be LA – leave of absence The leave of absence must extend beyond 30 September 2023	Main	<ul style="list-style-type: none"> • Does not calculate the tuition fee for the new academic year as no tuition fees charged • Creates a new general student record for the new academic year • Continues registration status of LA (leave of absence) to the new academic year • Does not update programme year

BIRMS Processing

- For those where the leave of absence extends into the new academic year, i.e. the end date is after 30/09/2023, in ES03 select X from the ART drop down menu.
- Tick School Progress Panel and Release Decision & Marks.
- On pressing save or release decisions and marks, the number of months will be automatically entered in the number of months column and will always be 0.



Errors: Where errors are generated a message will appear at the top of the screen to advise you. Click on the “Display errors” and then on “Expand all”.

If you do not know how to correct the error or if you do not understand the error message, please refer to Appendix C of the [appendices](#). **When contacting the RSA team about the error, it is essential that you provide details of the PGR’s ID number and the wording of the error.**



It is advantageous to apply ART X and process all those PGRs whose LOA extends beyond 30 September 2023 first. When revisiting ES01 you can then tick “Show only those PGRs waiting to be processed” to remove from the display in ES03 all the LOA PGRs you have already processed.

10. Leave of Absence – expires before 30 September 2023

To identify students currently on a leave of absence, exclude all statuses except LA in BIRMS ESO3. PGRs who are currently on leave of absence will be shown as LA in the column headed "Status". To identify students whose LoA expires **before** 30 September use the BOXI report "**students by Leave of Absence to Date**" located in Banner Documents: Students: Student Records Research. Enter 30/09/2023 into the "Leave of Absence To Date less than or equal to" prompt. See Appendix B of the [appendices](#).



Please note the following:

- **Following a leave of absence, it is the PGR's responsibility to notify the RSA team of their intention to return to their studies. The RSA team will write to all PGRs whose leave of absence is due to expire by 30 September 2023 asking for confirmation of their study intentions for 2023-24.**
- **An ART should not be processed until confirmation has been received by the RSA team that the PGR is returning to their studies. Please contact pgrletforms@contacts.bham.ac.uk to check that the PGR has confirmed their intention to return to their studies.**
- **If an ART is applied to move them into a new academic session, they will not be charged fees from the end of their LOA until 30/09/2023. This will create a fee gap**
- **Where the leave of absence has been granted on medical grounds the PGR is required to supply a medical certificate/evidence to confirm their fitness to return to their studies and their record will not be updated until this certificate/evidence is received.**

INTERNATIONAL PGRS

International PGRS who have returned home for the period of leave of absence are normally required to obtain a new visa (and ATAS where applicable) and must then complete a Right to Study check before they can recommence their studies.

Once the PGR has confirmed that they are returning to their studies at the end of the leave of absence and medical evidence of fitness to return has been received where applicable, an ART should be applied to the record depending upon progress and the end of the minimum and maximum periods of registration.

11. Continue in Thesis awaited status - Thesis not submitted and end of maximum period of registration not reached by 30 September 2023

To identify those in thesis awaited status who have not yet submitted their thesis either:

Run the BOXI report “Thesis not submitted – max reg not reached” from the **Banner Documents: BIRMS Students: End of Session**. See Appendix B of the [appendices](#).

or

to check on individual PGRs, in BIRMS go to the “PGR Info” tab in Student Details for the academic session 2022-23 and check the Submission date field.

For any PGRs who are already in thesis awaited status, the end of the maximum period of registration is beyond 30 September 2023, the following ART should be applied:

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
X	Continue in same registration status – Thesis awaited (T)	<p>The existing registration status must be T – thesis awaited</p> <p>The thesis has not been submitted</p> <p>The PGR has not reached the end of their maximum period of registration by 30 September 2023</p>	Main	<ul style="list-style-type: none"> • Adds a continuation fee for the new academic year • Creates a new general student record for the new academic year • Continues registration status of T (thesis awaited) to the new academic year • Does not update programme year • Sends email to advise PGR to register online (Online Registration) and advised PGR of the continuation fee

BIRMS Processing

- For those in thesis awaited status and where the end of the maximum period of registration extends into the new academic year, i.e. the end date is after 30/09/2023, in ES03 select X from the ART drop down menu.
- Tick School Progress Panel and Release Decision & Marks.
- On pressing save or release decisions and marks, the number of months will be automatically entered in the number of months column and will always be 12.



Errors: Where errors are generated a message will appear at the top of the screen to advise you. Click on the “Display errors” and then on “Expand all”. If you do not know how to correct the error or if you do not understand the error message, please refer to Appendix C of the [appendices](#). **When contacting the RSA team about the error, it is essential that you provide details of the PGR’s ID number and the wording of the error.**



If you have any PGRs who have a submission date of early October, please wait until after the end of the maximum period of registration has expired to see if they submit the thesis by their deadline. If they do ART X can be applied. If they do not submit, they will be required to apply for an extension and a progress decision should not then be applied until an extension has been approved.

12. Continue in Thesis awaited status (Thesis submitted)

To identify those in thesis awaited status who have submitted their thesis either:

Run the BOXI report “**Students with no ART and have submitted their thesis**” from the Banner Documents: BIRMS; End of Session Research category. See Appendix B of the [appendices](#).

or

to check on individual PGRs, in BIRMS go to the “PGR Info” tab in Student Details for the academic session 2022-23 and check the Submission date field.

For any PGRs who are in thesis awaited status and have submitted the thesis for examination, (the end of the maximum period of registration is no longer relevant), the following ART should be applied:

ART Code	ART description	Validation	Assessment Periods	Actions associated with ART
X	Continue in same registration status – Thesis awaited (T)	The existing registration status must be thesis awaited (T) The thesis has been submitted by 30 September 2023	Main	<ul style="list-style-type: none"> • Does not add continuation fee as thesis has been submitted • Creates a new general student record for the new academic year • Continues registration status of T (thesis awaited) to the new academic year • Does not update programme year • Sends email to advise PGR to register online (Online Registration)

BIRMS Processing

- ES03 select X from the ART drop down menu.
- Tick School Progress Panel and Release Decision & Marks.
- On pressing save or release decisions and marks, the number of months will be automatically entered in the number of months column and will always be 0 as a continuation fee is not charged once the thesis has been submitted.



Errors: Where errors are generated a message will appear at the top of the screen to advise you. Click on the “Display errors” and then on “Expand all”. If you do not know how to correct the error or if you do not understand the error message, please refer to Appendix C of the [appendices](#). **When contacting the RSA team about the error, it is essential that you provide details of the PGR’s ID number and the wording of the error.**

We would advise leaving this category until last and processing at the beginning of October 2023 to see if the thesis examination is completed by 30 September 2023.

13. Thesis not submitted and end of maximum period of registration reached by 30 September 2023

To identify those who have not yet submitted their thesis and reached the end of their maximum period of registration by 30 September 2023 either:

- Run the BOXI report “Thesis not submitted – max reg reached” from the **Banner Documents: BIRMS Students: End of Session**. See Appendix B of the [appendices](#).

or

- to check on individual PGRs, in BIRMS go to the “PGR Info” tab in Student Details or PGR Management PG02 for the academic session 2022-23 and check the end of maximum registration date.



For any PGRs who have reached the end of the maximum period of registration by 30 September 2023 and they have not submitted the thesis by this date, it is not possible to process a progress decision in BIRMS. If the PGR wishes to submit the thesis for examination, they will need to apply for an extension and a progress decision will then be applied by RSA if the extension is approved.

Information on extensions and the relevant form can be found on the [Extensions](#) webpage.