Students by status

Used to: identify those with a registration status of "AS" and ER"

BOXI location: Banner Documents: Students: Student Records General

Run criteria:		
	Term Code:	**002022**
	Dept Code(s):	**Enter code(s) for the departments you wish to run the report for**
	Level Code:	**GR**
	Prog Code:	**Optional so can be left blank**
	Year of Study:	**Optional so can be left blank**
	Student status:	**Enter AS;ER**
	Nationality Code:	**Optional so can be left blank**
	Residence Code:	**Optional so can be left blank**
	Student ID:	**Optional so can be left blank**
	Attribute Code:	**Optional so can be left blank**
	Degree Code:	**Optional so can be left blank**
	Start Date From:	**Optional so can be left blank**
	Start Date To:	**Optional so can be left blank**
	Campus Code(s):	**Optional so can be left blank**
	Graduatable (G) or	
	Final (F) Year Students:	**Optional so can be left blank**
	Admit Term Code(s):	**Optional so can be left blank**

You will not be able to release an ART for a PGR with a status of "AS" provisionally registered or "ER" expected to re-register. If they are in attendance please contact them immediately to request that they register online for 2022/23 at Online Registration - University of Birmingham

Where PGRs in ER status have not been in attendance you should follow the Code of Practice for Student Attendance & Reasonable Diligence.

Where PGRs are in AS status and have not commenced their studies, you must inform the RSA team of this and reasons why this information was not conveyed earlier. The record must be updated "never arrived" and for international PGRs the Home Office are advised of the non-arrival and the University will report **withdrawal of immigration sponsorship**.

- Home students never arrived contact - pgrstudentrecords@contacts.bham.ac.uk
- Overseas students never arrived contact rsapbsteam@contacts.bham.ac.uk

Missing component marks

Used to: identify those for whom a mark and recommendation must be entered.

BOXI location: Banner Documents: BIRMS Students: Modules and Component Marks

Run criteria:	**Term Code:**	**002022**
	Assessment Period:	**01 for Main Assessment Period; 02 for Supplementary Assessment Period**
	Module Department:	**Optional so can be left blank or specify department code if you wish to search for one particular department**
	Primary Student department:	**Optional so can be left blank**
	Student department:	**Optional so can be left blank**
	Student Level:	**Optional so can be left blank or enter the level of the student (GR)**
	Programme Code(s)	**Optional so can be left blank or enter the programme code**
	Programme Code(s) to exclude:	**Optional so can be left blank or enter the programme code(s) to exclude**
	Year(s) of Study:	**Optional so can be left blank**
	Module Level:	**Optional so can be left blank or enter the level of the module (GR, UG or GT)**
	Cohort Code:	**Optional so can be left blank or enter the Cohort code**
	Start date:	**Optional so can be left blank**

You will not be able to release an ART (except W) if module marks and module recommendations are missing.

Students with a released hold

Used to: identify those PGRs who have had a hold which has now been released

BOXI location: Banner Documents: Students: Student Records General

Run criteria:

Term Code:	**002022**
Student Level:	**GR**
Programme year :	**1;2;3;4;5;6;7;8;9**
Hold End Date (start):	**Enter start of the hold range end date**
Hold End Date (end):	**Enter end of the hold range end date**
Hold types required:	**01;02;03;04;05;06;07**
Fee status code:	**Optional so can be left blank**
College code:	**Optional so can be left blank or enter the college code**
Department code:	**Optional so can be left blank or enter the department code**
Programme code:	**Optional so can be left blank or enter the programme code**

An ART cannot be processed until a hold has been lifted. If you try to release an ART for a PGR with a hold, the decision will not be processed and an error message will be displayed. You can see if a student has a hold by referring to the column in ES03 Hold Y/N. If Y is displayed in this column the student has an active hold on their account.

Students with an active hold

Used to: identify those PGRs who have had a hold on their account

BOXI location: Banner Documents: Students: Student Records General

Run criteria:	**Term Code:**	**002022**
	Department code:	**Optional so can be left blank or enter the department code**
	Student Level:	**GR**
	Nationality Code:	**Optional so can be left blank**
	Hold type:	**01;02;03;04;05;06;07**
	Programme Code :	**Optional so can be left blank or enter the prog code**
	Status Code:	**NR;T (You can also enter LA is you wish to identify students placed on imposed LOA)**
	Leave of absence reason:	**Optional so can be left blank or for imposed LOA for tuition fee debt enter G**
	College code:	**Optional so can be left blank or enter the college code**

Until the Hold is removed, marks for these students should not be confirmed at a Board of Examiners meeting (although their work may be assessed and given a provisional, unconfirmed mark).

For School Progress Panel

Used to: produce a list of PGRs within a school/department and the recommended ART as entered and saved on BIRMS ES03 for approval by School Progress Panel

BOXI location: Banner Document: BIRMS Students: End of Session

Run criteria:	**Term Code:**	**002022**
	Assessment Period:	**01 for Main Assessment Period; 02 for Supplementary Assessment Period**
	Dept Code(s)	**Enter department code(s) that you wish to see the report for**

PGRwT Students Results Grid

Used to: produce a results grid listing modules, marks and module recommendations for PGRs who have taken taught modules.

BOXI location: Banner Documents: BIRMS Students: End of Session

Run criteria:

Term Code		**002022**
Assessment Period:		**01 for Main Assessment Period; 02 for Supplementary Assessment Period**
Department Code:		**Enter department code(s) that you wish to see the report for**
Programme Code:		**Optional so can be left blank or enter the Programme code**
Year of study:		**Optional so can be left blank**
Module Code:		**Optional so can be left blank or enter module code**
Module assessment:		**Optional so can be left blank**
Student ID:		**Optional so can be left blank or enter the Student ID**

PGR Students on a LoA

Used to: identify PGRs whose leave of absence <u>ends before</u> or <u>after</u> a specified date i.e. 30/09/2023.

BOXI location: Banner Documents: Students: Student Records Research

Run criteria:	**Term Code**	**002022**
	Dept code(s)	**Enter department code(s) you wish to see the report for separated by;**
	LoA Reason	**optional so can be left blank**
	LoA To Date	
	less than or equal to:	**Enter dd/mm/yyyy hh:mm:ss (you can select a date from the calendar button)**
	LoA To Date greater	
	than or equal to:	**Enter dd/mm/yyyy hh:mm:ss (you can select a date from the calendar button)**

If you are using this report to identify students whose LoA **<u>ends before</u>** the end of this academic session enter 30/09/2023 in the "Leave of Absence To Date **less** than or equal to" field.

If you are using this report to identify students whose LoA **<u>ends after</u>** the end of this academic session enter 30/09/2023 in the "Leave of Absence To Date **greater** than or equal to" field.

Students with no ART and have submitted their thesis

Used to: identify those in thesis awaited status who have submitted their thesis

BOXI location: Banner Documents: BIRMS Students: End of Session

Run criteria:	**Term Code**	**002022**
	Student Level Code(s)	**GR**
	Dept code(s)	**Enter department code(s) you wish to see the report for separated by;**

Thesis not submitted - maximum period of registration reached

Used to: identify those who have not yet submitted their thesis and reached the end of their maximum period of registration by the end of the academic year.

BOXI location: Banner Documents: BIRMS Students: End of Session

Run criteria:	**Term Code**	**002022**
	Assessment period	**Main**
	Student Status Code(s)	**NR;T**
	Dept code(s)	**Enter department code(s) you wish to see the report for separated by;**
	Max Reg Date	**Enter dd/mm/yyyy hh:mm:ss (you can select the date from the calendar button)**

If you are using this report to identify students who have not submitted before the end of the year and will need an extension enter 30/09/2023 in the max reg date. The report will show students with a Maximum Registration Date before the date entered.