



UNIVERSITY OF
BIRMINGHAM

EoS
End of Session

PGR End of Session Processing

2022-23



We are ...

EoS
End of Session

Research Student Administration

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Session outline

- Objectives
- ART, EoS Guidance and Progress Reviews
- Progress decisions and ARTs to apply
- ❖ Break
- Marks and Module recommendations
- BIRMS Demo
- Hints and Tips for BIRMS processing
- BIRMS errors
- Scenarios
- Give it a go



Objectives

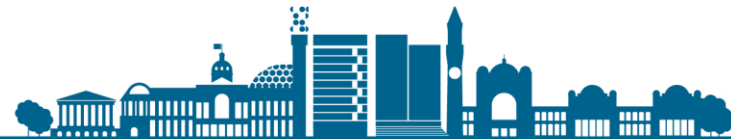
- ✓ To be able to determine the appropriate ART and apply this in BIRMS
- ✓ To be able to enter and release ARTs in BIRMS
- ✓ To understand how to identify and resolve BIRMS errors
- ✓ To be aware of 'smart' processing and BOXI reports to support PGR EOS



What is an ART?

- Academic Review Type
- A code which represents the progression and award decision agreed by a progress panel or exam board
- Each ART is denoted by a letter for example:
 - ART A = 'Proceed' decision
 - ART H = 'Proceed to thesis awaited status' decision
 - ART X = 'Proceed in same registration status' decision

and so on...



PGR End of Session Guidance Documents

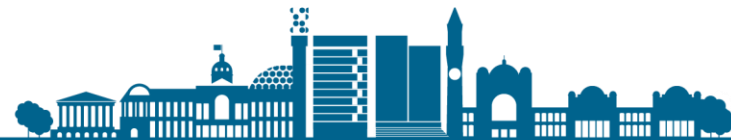
- Available from the [BIRMS End of Session webpages](#).
 - EoS jargon buster
 - useful BOXI reports
 - and more....
- quick ART guide – Teams page
- Please consult this guidance before entering any decisions in BIRMS
- Look out for:



Important Information



International PGRs



Progress Reviews

- The Code of Practice on Supervision & Monitoring Progress of PGRs requires progress to be reviewed at least once in the academic year
- Normally towards end of an academic year – but depends on individual PGR
- Section 3.6 the Code of Practice for Supervision & Monitoring Progress of PGRs lists the progress review outcomes
- A GRS3 or equivalent should be completed to confirm the progress decision
- An end of academic year ART must be processed in BIRMS for all PGRs (irrespective of the start date)



Progress decisions & ARTs

- For BIRMS processing PGR academic year runs 1 October to 30 September
- ARTs in BIRMS validate on end of minimum and maximum periods of registration dates (except ART **W** – release marks)
- End of minimum period of registration:
 - earliest date for transfer to thesis awaited
 - earliest date for submission of the thesis
- To transfer to thesis awaited status:
 - primary area of research must be completed
 - end of minimum period of registration expired by 30 Sept 2023
- End of maximum period of registration latest date for thesis submission



Progress decisions & ARTs tuition fees

Progress decision drives tuition fee charge:

- Continue in normal registration = tuition fees
- Thesis awaited status (thesis not submitted) = continuation fee
- Thesis awaited (thesis submitted) = no continuation fee



Satisfactory progress

PGR may continue in normal registration

For the following, the student must have registration left in the next academic session. i.e. minimum **and** maximum registration must end **after** 30/09/2023 (end of the academic year)

A **Proceed** - all modules passed

D **Proceed with outstanding requirements** – resit failed modules in 2023-24

Helpful
Tips

If a student has only just started their programme it will likely be an ART A that needs to be applied



Satisfactory progress

PGR should continue in normal registration

For the following the minimum registration must end between 15/09/2023 and 30/09/2023 and the maximum must be after 30/09/2023.

- L** **Extend minimum period of registration** – requires further time in normal registration
a new end of minimum period of registration date will need to be entered



Extending the min does not extend the max

If min reg ends before 15/09/2023 do not apply an **ART L** as this will create a fee gap (i.e. won't be charged for September). End of min reg form or contact RSA.



Satisfactory progress

PGR may proceed to Thesis Awaited status

For the following the minimum registration must end **between** 15/09/2023 and 30/09/2023. The maximum period of registration must be **after** 30/09/2023.

H Proceed to thesis awaited – all modules passed

T Proceed to thesis awaited with outstanding requirements - to resit module assessment(s) in 2023/24

If min reg ends **before** 15/09/2023 **do not** apply an **ART H or T** as this will create a fee gap (i.e. no charge for September). End of min reg form or contact [RSA team](#)

If the end of the min reg is before 15/10/202, and you wish to transfer the PGR to thesis awaited status, contact the [RSA team](#)



Progress is unsatisfactory

ARTs A, D or L may be applicable



- A work plan of supportive or corrective action **must** be agreed and a **date for further review** of progress set
- PGR is permitted to proceed to 2023-24 (by processing relevant ART) but a decision on their continued registration **must** be confirmed once the second progress review has been completed
- If progress remains unsatisfactory, the PGR may be required to withdraw (see Regulation 7.4.9)



Progress is unsatisfactory

For PhD with Integrated Study only:

- J External resit** – failed modules required to be retaken in the next academic year as an external student. Progression to the next year of study is dependent on passing all the taught modules.

An external student is not in attendance during 2023-24



ART J for Student Route (Tier 4) visa holders will result in withdrawal of immigration sponsorship. PGR should seek advice from International Student Team (IST)



Satisfactory progress

Upgrade (Master to Doctoral) or switching to a different programme at the same level

- E Proceed and transfer** - transfer registration to new programme with effect from start of academic year
- A new programme and year will need to be selected
 - A new min and max reg date will need to be entered (or entered again if the same)



If the new programme and year does not appear in the drop- down list, contact the [RSA team](#)

Do not process an **ART E** if the effective date of the transfer is **not between 15/09/2023 and 15/10/2023**. A [transfer form](#) will need to be completed



Satisfactory progress

Upgrade (Master to Doctoral) or switching to a different programme at the same level



Impact on a Student Visa, refer to the [RSA PBS Team](#) before processing. Student should seek advice from IST



For all ATAS programmes, a new ATAS clearance will be required. BIRMS will not process ART E unless Registry have recorded receipt of a new ATAS certificate in Banner.

There are currently long delays obtaining ATAS so students need to apply ASAP



Progress is unsatisfactory

Downgrade (Doctoral to Masters)



- Do not process in BIRMS - requires approval of Research Progress & Awards Sub Panel
- Send recommendation and supporting paperwork to pgrletforms@contacts.bham.ac.uk PGR has opportunity to submit an appeal



- PhD to Masters for a Student Route visa holder may have an immigration impact. PGR must seek advice from IST
- For all ATAS programmes new ATAS clearance will be required



Progress is unsatisfactory Required to Withdraw



- Cannot process in BIRMS – requires approval of Research Progress & Awards Sub-Panel
- Send recommendation and supporting paperwork to pgrletforms@contacts.bham.ac.uk
- PGR has opportunity to submit an appeal



- Will result in withdrawal of immigration sponsorship for students holding a Student Visa.
- PGR should contact IST



Voluntary Withdrawal



- Cannot process in BIRMS
- Need confirmation in writing from PGR (email from PGR or permanent withdrawal form)
- Forward to Research Student Administration



- Will result in withdrawal of immigration sponsorship for students holding a Student Visa. PGR should contact IST



Students on a Leave of absence

LoA ends before 30 September 2023

- PGR's responsibility to notify the RSA team of their intention to return to their studies
- For LOA on medical grounds – medical evidence confirming fitness to return is required
- **Do not process an ART** until checked that student is able to return with RSA. This is because:

- If an ART is entered then a fee gap may be created. E.g. LoA ends 01/07/2023 they will not be charged for July, August or September
- The student may not be medically fit to study
- They may not have correct immigration permissions to study...



Students on a Leave of absence

LoA ends **before** 30 September 2023



- Normally when a student has taken a leave of absence the University has reported Withdrawal of Immigration sponsorship
- This means that they will be required to obtain a new visa (and ATAS if applicable) before they can recommence their studies
- Therefore they must complete a Right to Study (RTS) check via [My Right To Study](#).

Only once RSA confirmed that student has been reinstated should you apply the relevant ART



Students on a Leave of absence

LoA ends after 30 September 2023

X **Continue** - Proceed in same registration status



Students in thesis awaited status

For the following the thesis must either be submitted (validation in BIRMS) **or** the end of maximum period of registration ends **after** 30/09/2023

X **Continue** - Proceed in same registration status

If the Max period is reached **on or before** 30/09/2023, and the thesis is not submitted, the student will need to apply for an extension.

ART cannot be processed in BIRMS until extension is approved



Visiting Research Students (VRS)

- Where the minimum and maximum (same for VRS) periods of registration is **beyond** 30/09/2023
 - A** Proceed
- If the period of registration **ends before** 30/09/2023 the VRS should have left. Email [RSA PBS team](#) to confirm the leaving date and the record will be updated to Leaver



The only ART that should be applied to VRS is **ART A**



Visiting Research Students (VRS) Extensions

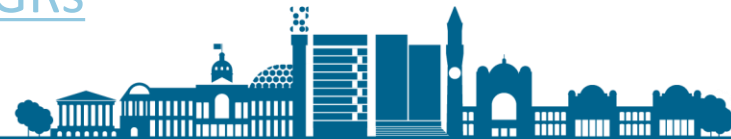
If the school wishes to extended PG VRS period of registration, then please complete the following :

- ✓ Email the [RSA PBS Team](#) with the new end date and a brief rationale from the supervisor as to why the visit is to be extended
- ✓ if there are any fee implications of extending their registration the PGR will need to be informed of this



The VRS period **cannot** be extended beyond 12 months (including any previous VRS registration periods)

see Appendix A of the [Code of Practice Supervision and Monitoring Progress of PGRs](#)



Visiting Research Students (VRS) Extensions

- If a VRS extension is approved

A Proceed

VRS should seek advice from IST before requesting to extend their visit as their visa may not permit them to extend their study.

Most VRS obtain a Standard Visitor Visa (SVV) which cannot be extended within the UK.

If the student needs to leave the UK to obtain a new visa, then this will be deemed as a second and separate visit.

Student will be made a leaver in this scenario



Remember...

Use BOXI



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Run BOXI reports to identify:

- PGRs on leave of absence beyond 30 September 2023 (you can apply ART **X**)
- PGRs on Leave of absence ending by 30 September 2023
- PGRs who have submitted their thesis (leave this category until close to the beginning of October as they may complete and be made a leaver by this date and therefore a progress decision is not needed in BIRMS)
- PGRs whose end of maximum period of study ends by 30/09/2023 who have not submitted their thesis (you can leave this category until close to this date)

Details on how to run the above, plus other useful BOXI reports can be found on [EOS website](#)



Remember...

refer to EoS Guides when determining ARTS

BIRMS EoS End of Session

APPENDIX B

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 criteria 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 and Monitoring Progress of PGRs.

1. Introduction
2. Release of marks for taught elements
3. Progress is satisfactory and the PGR may continue normally
4. Progress is satisfactory and the PGR having completed the
5. Progress is unsatisfactory
6. Transfer to a Doctoral programme from a Masters programme
7. Transfer to a Masters programme from a Doctoral programme
8. Required to Withdraw
9. Voluntary withdrawal
10. Leave of absence
11. Thesis awaited (thesis not submitted)
12. Thesis awaited (thesis submitted)
13. Continue in thesis awaited status (thesis submitted)
14. Thesis awaited status, thesis not submitted and e

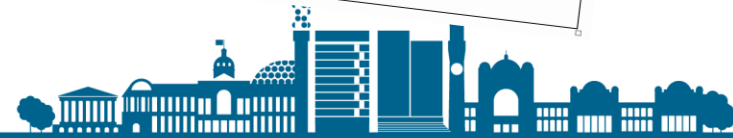
EoS

WHAT
ART
DO I
USE?

PGR

Helpful
Tips

Validation	Assessment Periods	Actions associated with ART
<p>A mark and module recommendation must be entered for any taught modules taken as part of their programme and all modules must be passed</p> <p>The end of the minimum period of registration does not expire by 30/09/17</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 in the following academic year</p>	<p>Main: If all module marks and recommendations passed</p> <p>Supplementary: Where supplementary assessments have been taken. First attempt marks and module recommendations should be released with ART W in the main assessment period</p>	<p>Calculates the tuition fee for the new academic year based on end of minimum period of registration</p> <p>Creates a new general student record for the new academic year</p> <p>Changes status to ER for new academic year (expected to reregister)</p> <p>Updates programme year</p> <p>Enables on-line registration at www.my.bham.ac.uk for new academic year</p> <p>Releases marks and module recommendations to Banner</p> <p>Releases confirmation of progress decision to student portal</p>
<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 30/09/17</p>	<p>Supplementary: First attempt marks and module recommendations should be released with ART W in the main assessment period</p>	<p>Calculates the tuition fee for the new academic year based on end of minimum period of registration</p> <p>Creates a new general student record for the new academic year</p> <p>Changes status to ER for new academic year (expected to reregister)</p> <p>Updates programme year</p>



How to use ART Quick Guides

ART code



**Some of the key actions
of the ART**



**The ART can be used
in these assessment
periods**



ART A	Moves student into 2023/24	Student can register online
Proceed	MAIN	SUPP
Use for PGRs who: <ul style="list-style-type: none">• Have no re-sits to take• Have not completed their primary research• Will not reach the end of their minimum period of registration by 30 September 2023• Will <u>continue on the same programme</u> in 2023/24		

**Use the ART for
students who meet
all these criteria**



Key things to remember

- ARTs validate on end of min and max dates (except ART **W** – release of marks)
- ART **A** and **D** require min and max to be after 30/09/2023
- ART **H** and **T** requires min to be on or before 30/09/2023 and max to be after 30/09/2023
- ART **L** requires min to be on or before 30/09/2023
new min reg date needs to be entered
max reg must be after or equal to the new min reg date
- ART **E** requires a new programme and year to be selected
a new end of min and max date needs to be entered
If the new programme and year does not appear in the drop-down list, contact the [RSA team](#)



Helpful
Tips

Key things to remember

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- Look out for above symbol in the PGR End of Session Guidance documents
- Get GRS3 forms completed and approved by School Progress Panel before processing decisions in BIRMS
- New starters (i.e. in June and July) should be processed with ART A
Need to register for 2023-24 even though just registered for 2022-23
- Process ART A for any PG VRS with end of study dates during 2023-24
- Advise [RSA PBS Team](#) of any PG VRS whose study period ends by 30/09/2023 to confirm they have left



Time for a quick break...



Marks and module recommendations

PGRs with taught elements

- All modules must have a **mark and module recommendation**
- Modules will have different recommendations in BIRMS depending on whether a student has:
 - **Passed** the module
 - **Failed** the module
 - Has a **further attempt** at the module
- 0 credit pass/fail modules must be released with a module mark and recommendation of **P/P, SU/SU or F/F** as appropriate



Marks and module recommendations

PGRs with taught elements

- Each module recommendation affects a student's record differently when released with an ART
- Ensure that students are registered for modules at the time of taking them – not retrospectively
- Module marks and recommendations can be released at any time during the year in BIRMs with **ART W – release of marks** providing they have been approved by an Exam Board
- The appropriate ART may depend on the status of taught modules

Helpful
Tips

See the Module Recommendation Quick Guide or Module Recommendation Detailed Guide



BIRMS Demonstration

ES01 Progression and Award Processing

Academic Year: Assessment Period: Programme/Year:

Programme:

Department:

Cohort:

Speciality:

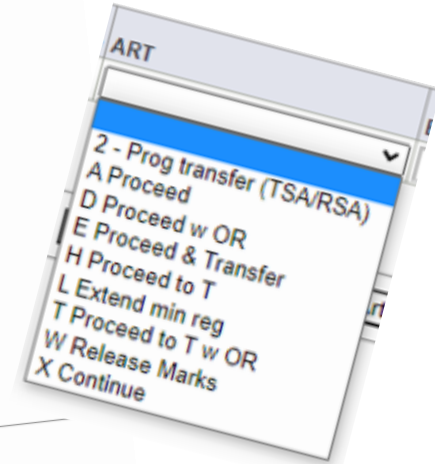
Group:

Student ID:

Anonymous?

Show only those students waiting to be processed?

Status to exclude:



School Progress Panel

Release Decisions and Marks

RELEASE 7.0.0W

<https://staff-gateway-test.bham.ac.uk/>





Hints and Tips

In **BIRMS** you can:

- ❖ filter the list in ES03 by excluding certain student statuses (e.g. L – Leaver as you do not need to action a progress decision for this category) in ES01
- ❖ filter the list in ES03 by ticking a checkbox in ES01 to exclude those PGRs who already have a released progress decision
- ❖ hover the cursor over the programme code field to see the programme/year
- ❖ sort ES03 by ID number or alphabetically by name by clicking on the relevant column header
- ❖ select to view all PGRs in one scrollable page or 18 at a time





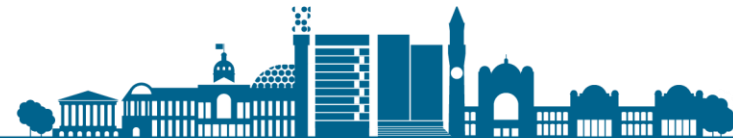
Hints and Tips

In **BIRMS** you can:

- ❖ enter a decision by individual ID, by department, cohort, group or programme/programme year
- ❖ enter decisions and save, then release later
- ❖ [Lock] and save to alert other users not to process or change ART
- ❖ use 'Remarks' column for any relevant comments and notes to other users
- ❖ use the 'M' button to appraise a student's taught academic record



Remember to ensure you're in the correct assessment period!



The **[Display Errors]** button is there to help explain problems with the EoS data

A link to the list of the commonly encountered errors with advice on how to address them is available on the EoS intranet page



ART H error

“The existing End of Minimum Registration Date must be earlier than or equal to the end of current PGR Academic Year”

- ✓ Check the end of min reg date. If this is **after** 30/09/2023 you cannot apply an **ART H**



- ✓ If the end of the minimum registration date is early October and you wish to transfer the PGR to thesis awaited status, contact RSA team
- ✓ If the PGR's research is sufficiently advanced and they can transfer to thesis awaited status before the end of min reg, a request for a reduction in the minimum period of registration must be submitted.
- ✓ If they are not ready to transfer to T then **ART A** should be applied

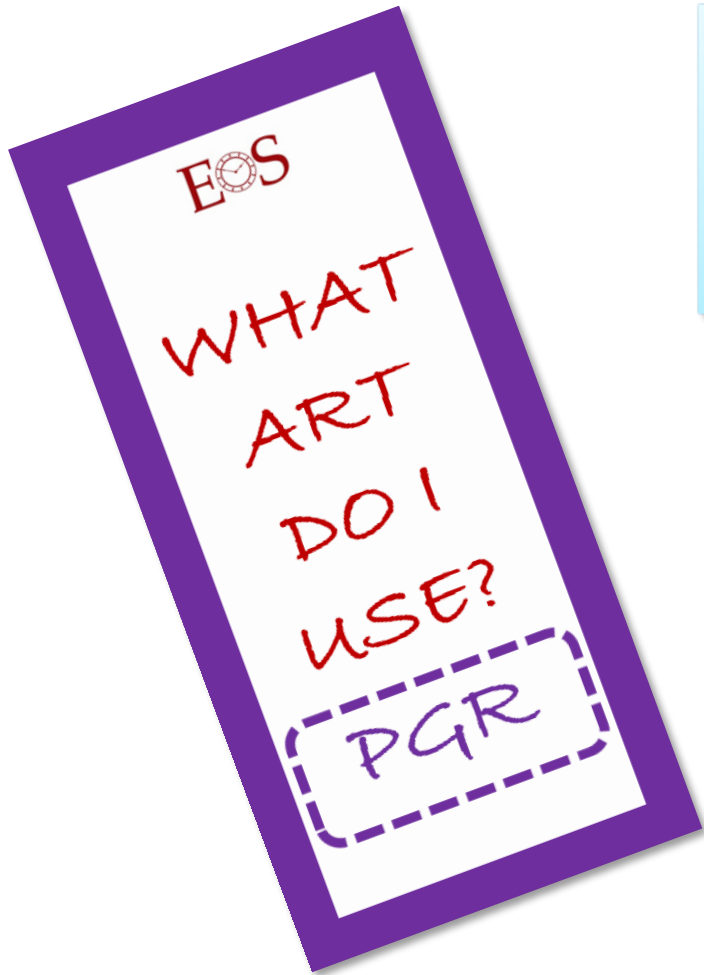


ART A error

“This student cannot proceed with an ART A to the following year of the programme because at least one of their modules has not been passed.”

- ✓ Check whether the marks and module recommendations for the failed module(s) are correct
- ✓ If not, amend component marks if necessary and re-calculate module mark and recommendation
- ✓ If all modules have a module recommendation of P (pass) you will be able to release **ART A**
- ✓ If the marks and module recommendations are correct, i.e. include failed module recommendations, you will need to select a different ART (e.g. **ART D** proceed with outstanding taught requirements)





Consult the PGR ARTs quick guide if you are unsure of the answer

Which ART should be used in these scenarios?



Deadlines



- ❖ Process all final progress decisions by **11 September 2023**.
This ensures PGRs have enough time to register for 2023-24.
(Term starts 25 September 2023)
- ❖ Remember PGRs need to be Normally Registered or in Thesis awaited status to access to Online GRS2 form
- ❖ Snap shot of student numbers – end of October 2023

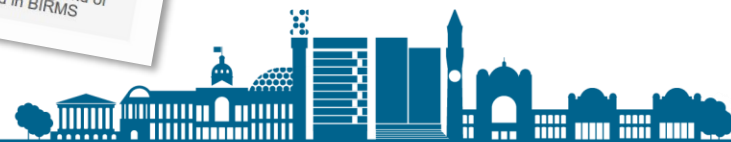
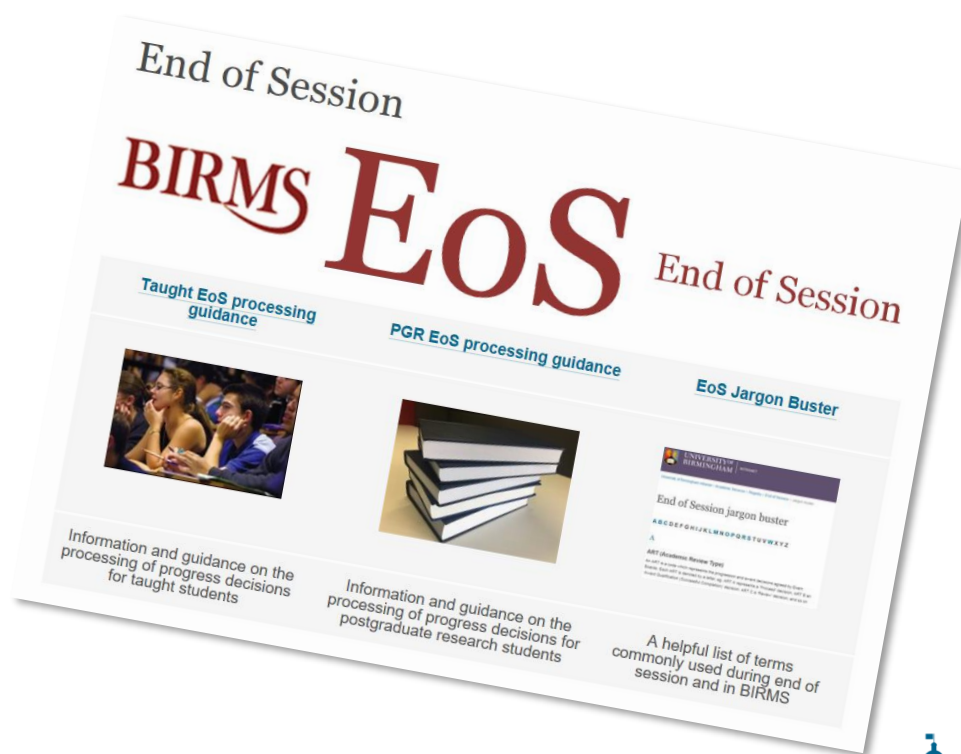


Help is at hand ...

- ▶ If you have any queries, contact Research Student Administration via pgreos@contacts.bham.ac.uk
- ▶ If you release an incorrect ART, email the pgreos@contacts.bham.ac.uk inbox
- ▶ Any PBS related issues contact the RSA PBS Team via rsapbsteam@contacts.bham.ac.uk



Check out the [EoS website](#)
... and take a look at what's available
to support you during EoS ...



Over to you...



<https://staff-gateway-test.bham.ac.uk/>



Thank you for
attending!



**Good luck with
End of Session!**

