

Oracle® Student System for the United Kingdom

User's Guide

Release 11*i*

Part No. B10610-01

January 2003

For users of Oracle Student System for the United Kingdom. Must be used in conjunction with Oracle Student System manuals.

Oracle Student System for the United Kingdom User's Guide, Release 11i

Part No. B10610-01

Copyright © 2003, 2000 Oracle Corporation. All rights reserved.

Primary Author: Rinku Mohapatra

Contributor: Martin Figg, Sara MacDonald, Scott Eldredge, Lee Ann Lay, Ram Mohan Rao, Sunitha Maddali, Rajesh Bejawada

The Programs (which include both the software and documentation) contain proprietary information; they are provided under a license agreement containing restrictions on use and disclosure and are also protected by copyright, patent, and other intellectual and industrial property laws. Reverse engineering, disassembly, or decompilation of the Programs, except to the extent required to obtain interoperability with other independently created software or as specified by law, is prohibited.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If the Programs are delivered to the U.S. Government or anyone licensing or using the programs on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS: Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation, and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the Programs, including documentation and technical data, shall be subject to the licensing restrictions set forth in the applicable Oracle license agreement, and, to the extent applicable, the additional rights set forth in FAR 52.227-19, Commercial Computer Software--Restricted Rights (June 1987). Oracle Corporation, 500 Oracle Parkway, Redwood City, CA 94065.

The Programs are not intended for use in any nuclear, aviation, mass transit, medical, or other inherently dangerous applications. It shall be the licensee's responsibility to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of such applications if the Programs are used for such purposes, and we disclaim liability for any damages caused by such use of the Programs.

Oracle is a registered trademark of Oracle Corporation. Other names may be trademarks of their respective owners.

Contents

Send Us Your Comments	v
Preface.....	vii
Audience for this Guide	vii
Conventions	viii
Special Conventions	viii
Usage Conventions.....	ix
References	ix
Documentation Accessibility	ix
Other Information Sources	x
Related User's Guides.....	x
Guides Related to All Products	x
User's Guides Related to This Product.....	xi
Installation and System Administration	xii
Implementation Documentation	xiii
Navigation Paths	xv
Training and Support.....	xv
Training.....	xv
Support.....	xv
Do Not Use Database Tools to Modify Oracle Applications Data.....	xvi
About Oracle.....	xvi
Documentation Sales	xvii
Feedback	xvii
1 Introduction	
Higher Education and Statistics Agency.....	1-2
Universities and Colleges Admissions Services.....	1-2

2 Product Overview

Overview	2-1
Overview of UK Requirements	2-1
Oracle Student System UK Features	2-3
Higher Education Statistics Agency Subsystem.....	2-3
Universities and Colleges Admissions Service Subsystem	2-4
UK Modifications to Oracle Student System	2-4

3 Higher Education Statistics Agency

HESA Overview	3-1
Capturing HESA Data.....	3-3
HESA Reference Data.....	3-4
Applicant/Student Data	3-6
Tariff and FTE Calculations.....	3-9
Generating HESA Extracts	3-11
Defining Submission and Returns.....	3-12
Extracting Returns	3-14

4 Universities and Colleges Admissions Service

UCAS Overview	4-1
Creating Data for UCAS Interaction	4-3
UCAS Reference Data	4-4
Small Systems Reference Data	4-6
UCAS Program Details	4-8
Application Processing Reference Data.....	4-10
Managing UCAS Applications.....	4-12
Entering UCAS Applications	4-13
Processing UCAS Applications	4-16
UCAS Transactions.....	4-19

Glossary

Index

Send Us Your Comments

Oracle Student System for the United Kingdom User's Guide, Release 11i

Part No. B10610-01

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

- Did you find any errors?
- Is the information clearly presented?
- Do you need more information? If so, where?
- Are the examples correct? Do you need more examples?
- What features did you like most about this manual?

If you find any errors or have any other suggestions for improvement, please indicate the chapter, section, and page number (if available). You can send comments to:

Oracle Corporation
Oracle Student System
500 Oracle Parkway
Redwood City, CA 94065
U.S.A.

If you would like a reply, please give your name, address, and telephone number below.

If you have problems with the software, please contact Oracle Support Services.

Preface

The *Oracle Student System for the United Kingdom User's Guide* provides information on how to use Oracle Student System for the United Kingdom.

The following sections are included in this preface:

- [Audience for this Guide](#)
- [Conventions](#)
- [Documentation Accessibility](#)
- [Other Information Sources](#)
- [Navigation Paths](#)
- [Training and Support](#)
- [Do Not Use Database Tools to Modify Oracle Applications Data](#)
- [About Oracle](#)
- [Documentation Sales](#)
- [Feedback](#)

Audience for this Guide

Welcome to Release 11*i* of the *Oracle Student System for the United Kingdom User's Guide*.

This guide assumes users have a working knowledge of the following:

- Principles and customary practices of the business area
- Oracle Student System

Oracle suggests that users who have never used Oracle Student System attend one or more of the Oracle Student System training classes available through Oracle University.

- Oracle Applications graphical user interface

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See [Other Information Sources](#) for more information about Oracle Applications product information.

Conventions

The following conventions are observed:

- [Conventions](#)
- [Usage Conventions](#)
- [References](#)

Special Conventions

The following special conventions are observed:

Table 0–1 *Special Conventions*

bold	Bold type denotes buttons, as in the following example: Click Unit Details to transfer units.
Titlecase	Titlecase text denotes Oracle keywords and predefined system statuses, as in the following example: Confirmed
Note:	Notes alert users to the following type of information in this guide: Note: Notes alert users to key points to consider when using a feature.
WARNING:	Warnings alert users to the following type of information in this guide: WARNING: Warnings highlight text that warns of actions that could result in loss of data or incorrect processing.

Usage Conventions

The following usage conventions are observed:

Table 0–2 Usage Conventions

Attach file	Indicates that users should click the Attachment icon to attach a document to a record. For information on attachments, see About Attachments and Attachments Window, <i>Oracle Applications User's Guide</i> .
Save your work	Indicates users should save your work and close the window. To close the window users can either use the File - Close Form command or click on the x in the upper right-hand corner. Note: The File - Close Form command produces different results depending on the product and platform in use. For example, sometimes it closes only one window; at other times, it closes all open windows. Users must familiarize themselves with how the command behaves in their own environments.
Descriptions of Graphics	Textual descriptions accompany all graphics that appear in this guide.
Query appropriate data	Indicates users should query data in the window using View - Find or View - Query By Example - Enter . For information on entering and querying data, see Entering and Querying Data, <i>Oracle Applications User's Guide</i> .

References

All references to specific chapters refer to chapters in this guide unless otherwise noted.

Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information,

visit the Oracle Accessibility Program Web site at
<http://www.oracle.com/accessibility/>.

Other Information Sources

Users can choose from many sources of information, including online documentation, training, and support services, to increase their knowledge and understanding of Oracle Student System.

When this guide refers to other Oracle Applications documentation, use only the Release 11*i* versions of those guides.

Related User's Guides

Oracle Student System for the United Kingdom shares business and setup information with other Oracle Applications products. Users may want to refer to other user's guides when setting up and using Oracle Student System for the United Kingdom.

Read the guides online by choosing Library from the expandable menu on the HTML help window, by reading from the Oracle Applications Document Library CD included in the media pack, or using a Web browser with a URL provided by the system administrator.

Purchase printed guides, if required, from the Oracle Store at
<http://oraclestore.oracle.com>.

Guides Related to All Products

Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface available with this release of Oracle Student System and any other Oracle Applications products. This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

Access this user's guide by choosing Getting Started with Oracle Applications from any Oracle Applications help file.

User's Guides Related to This Product

This guide contains references to the following Oracle publications:

- *Configuring, Reporting, and System Administration in HRMS*
- *Managing People Using Oracle HRMS*
- *Multiple Organizations in Oracle Applications*
- *Oracle Applications Desktop Integrator User's Guide*
- *Oracle Applications Flexfields Guide*
- *Oracle Applications System Administrator's Guide*
- *Oracle Bill of Materials User's Guide*
- *Oracle CRM Application Foundation Implementation Guide*
- *Oracle CRM Application Foundation Concepts and Procedures*
- *Oracle General Ledger User's Guide*
- *Oracle Inventory User's Guide*
- *Oracle Marketing Online Implementation Guide*
- *Oracle Marketing Online Concepts and Procedures*
- *Oracle Payables User's Guide*
- *Oracle Receivables User's Guide*
- *Oracle Student System Implementation Guide*
- *Oracle Student System Open Interfaces User's Guide*
- *Oracle Student System User's Guide*
- *Oracle TeleSales Implementation Guide*
- *Oracle TeleSales Concepts and Procedures*
- *Oracle Workflow Administrator's Guide*
- *Oracle Workflow Developer's Guide*
- *Oracle Workflow User's Guide*
- *Oracle Workflow API Reference*
- *Using Oracle HRMS - The Fundamentals*

Installation and System Administration

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications, Release 11*i*. It is a useful first book to read before installing Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self Service Web Applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks needed to complete an installation. Use this guide in conjunction with individual product user's guides and implementation guides.

Upgrading Oracle Applications

Refer to this guide when upgrading Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. To upgrade to Release 11*i*, users must be at Release 10.7, in NCA, SmartClient, or character mode, or Release 11.0. Users cannot upgrade to Release 11*i* directly from releases prior to 10.7.

Maintaining Oracle Applications

Use this guide to run various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. The guide contains how-to steps, screenshots, and other information needed to run the AD utilities. This guide also provides information on maintaining the Oracle Applications file system and database.

Oracle Applications System Administrator's Guide

The guide provides planning and reference information for the Oracle Applications system administrator. The guide contains information on how to define security, customize menus and online help, and manage concurrent processing.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of Oracle Applications data.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface (UI) described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help users build custom Oracle Forms Developer 6i forms so that they integrate with Oracle Applications.

Oracle Applications User Interface Standards for Forms-Based Products

This guide contains the UI standards followed by the Oracle Applications development staff. It describes the UI for Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

Implementation Documentation

Oracle Student System Implementation Guide

The *Oracle Student System Implementation Guide* describes setup for integrations with other Oracle products and features in addition to providing setup information for Oracle Student System itself. You use this guide for information about setting up your codes, types, profile options, and institution information in Oracle Student System.

Oracle Student System Open Interfaces User's Guide

The *Oracle Student System Open Interfaces User's Guide* provides information on using interface tables to perform the following:

- import data into Oracle Student System
- transfer data within Oracle Student System
- export data from Oracle Student System to another Oracle application or **third-party** software and import the processed data into Oracle Student System

Oracle Applications Product Update Notes

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

Oracle Workflow Administrator's Guide

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

Oracle Workflow Developer's Guide

This guide explains how to define new workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User's Guide

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

Oracle Workflow API Reference

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle Student System implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

Oracle eTechnical Reference Manuals

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps users convert data from existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on MetaLink.

Oracle Manufacturing APIs and Open Interfaces Manual

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Manufacturing.

Oracle Order Management Suite APIs and Open Interfaces Manual

The manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with other systems. The guide includes APIs and open interfaces found in Oracle Order Management Suite.

Oracle Applications Message Reference Manual

This manual describes all Oracle Applications messages. The guide is available in HTML format on the documentation CD-ROM for Release 11*i*.

Navigation Paths

Navigation paths for windows in Oracle Student System for the United Kingdom are documented for the system as they are shipped. If responsibilities are changed after installation the documented navigation paths may not be correct.

Training and Support

Training

Users have a choice of educational environments. They can attend courses offered by Oracle University at any one of our many Education Centers, or can arrange for our trainers to teach at their facility, or can employ the Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet users' needs. For example, users can employ their own organizational structure, terminology, and data as examples in a customized training session delivered at their own facility.

Support

From on-site support to central support, our team of experienced professionals provides the help and information needed to keep Oracle Student System working for all users. This team includes the technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in users'

specific business areas, managing an Oracle server, and users' hardware and software environments.

Do Not Use Database Tools to Modify Oracle Applications Data

We STRONGLY RECOMMEND that users never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless otherwise instructed.

Oracle Corporation provides powerful tools users can employ to create, store, change, retrieve, and maintain information in an Oracle database. But if users employ tools such as SQL*Plus to modify Oracle Applications data, they risk destroying the integrity of the data and lose the ability to audit changes to the data.

Because Oracle Applications tables are interrelated, any change made using Oracle Applications can update many tables at once. But when users modify Oracle Applications data using anything other than Oracle Applications, users might change a row in one table without making corresponding changes in related tables. If the tables get out of synchronization with each other, users risk retrieving erroneous information and unpredictable results throughout Oracle Applications.

When users employ Oracle Applications to modify the data, Oracle Applications automatically checks that the changes are valid. Oracle Applications also keeps track of who changes the information. But if users enter information into database tables using database tools, users can store invalid information. Users also lose the ability to track who has changed the information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources, and customer relationship management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education, and support services, in over 145 countries around the world.

Documentation Sales

To order hard copy documentation, go to the Oracle Store at <http://oraclestore.oracle.com>.

Support sales contact information by region and country is available at <http://www.oracle.com/support/index.html?contact.html>.

Feedback

Thank you for using Oracle Student System and this user's guide.

Oracle values comments and feedback. Users can employ the Reader's Comment Form provided to explain what they like or dislike about Oracle Student System or this user's guide. Mail comments to the following address:

Oracle Student System Documentation Manager

Oracle Corporation

500 Oracle Parkway

Redwood Shores, CA 94065

U.S.A

Introduction

The *Oracle Student System for the United Kingdom User's Guide* contains information needed to understand and use the United Kingdom-specific subsystems within Oracle Student System (OSS).

This guide contains chapters on the following subsystems:

- [Higher Education Statistics Agency](#)
- [Universities and Colleges Admissions Service](#)

Each chapter contains an overview of the subsystem functionality and a set of tasks. A task may or may not have a set of subtasks. To perform each of the tasks or subtasks, the user must follow the steps in the order in which they are written. Prerequisites, user login or responsibility and the various navigation paths specific to a subtask are listed in appropriate sections. A task or a subtask therefore typically contains the following sections:

- Prerequisites
- Responsibility
- Navigation
- Steps
- Guidelines
- See Also

Guidelines provide additional information required to perform the task. See Also provides references to related information to help user's understanding of the task at hand.

WARNING: Enhancements are added to this product regularly. Information presented here may be superseded by subsequent updates to online help. If there is a discrepancy between product functionality and the online help describing it,

ensure that the system administrator has installed the most current updates to online help.

Higher Education and Statistics Agency

The chapter on Higher Education and Statistics Agency (HESA) describes how to capture data required to generate statistics and how to generate these statistics in the prescribed format to be submitted to HESA.

Universities and Colleges Admissions Services

The chapter on Universities and Colleges Admissions Services (UCAS) describes how to maintain reference data needed for UCAS, to maintain UCAS and small system applicant and application information and export admission outcomes and updates on applications back to UCAS.

Product Overview

This chapter is an introduction to the features in Oracle Student System (OSS) for the United Kingdom. The following sections are in this chapter:

- [Overview](#)
- [Overview of UK Requirements](#)
- [Oracle Student System UK Features](#)

Overview

Oracle Student System is part of an e-business suite of software subsystems that provide educational institutions with an integrated, student information management system.

Oracle Student System for the United Kingdom provides additional functionality specific to UK educational institutions.

Overview of UK Requirements

The Universities and Colleges Admissions Service (UCAS) manages admissions to institutions of higher education in the United Kingdom. It is the interface between prospective students and universities. All undergraduate applications to UK institutions are routed through UCAS. Only applicants that fail to be placed in any program may apply to institutions directly through a UCAS Clearing Entry Form (CEF). The UCAS Clearing process attempts to place applicants in programs with vacancies, regardless of the applicant's original UCAS choices.

Institutions must import application and applicant information into Oracle Student System (OSS) before they can be processed and admission offered or rejected. Institutions import data directly from the UCAS Hercules (Higher Education

Recruitment Communications between UCAS and Local Electronic Systems) database or from flat files provided by the UCAS Marvin (Main Access Route for Varsity Information) interface. Student applications to small systems for admissions to professional courses such as nursing, social work and teaching come through the UCAS Marvin interface. Marvin supports the following small systems:

- Nursing and Midwifery Admissions Service (NMAS)
- Social Work Admissions Service (SWAS)
- Graduate Teacher Training Registry (GTTR)

To enter UCAS applications into Oracle Student System, the system administrator must map UCAS courses to Oracle Student System programs, and set up reference data such as keywords that categorize clearing vacancies for UCAS courses, institution codes and error codes, and qualification levels.

The Higher Education Statistical Agency (HESA) provides the format in which institutions must periodically submit statistics on students and programs. Program completion in the United Kingdom is tracked by the number of years of the entire program duration that a student has completed and not by the number of units completed and credit points achieved. For instance, to acquire an undergraduate degree in Literature, a student must complete successfully the equivalent of three years full time study. In the US, a student may take one year, two years or even five years to complete the program. HESA tracks students by the year of program, whether the student is in the first, second or third and final year of the program. To enable this year of program functionality, a new seeded value of Pre-enrollment Year has been added to unit set categories. This displays only when the country profile option is set to UK. Administrators use different years (year1, year2, year3) as unit sets mapped to this unit set category.

HESA requires institutions to calculate UCAS tariff of students. UCAS tariff is the total point score of the entrance qualifications of a student. The student's UCAS tariff describes the depth of academic achievement in post-16 secondary and tertiary education qualifications. It establishes equivalence between different types of qualification and allows direct comparison between applicants with different types of achievement. It also enables institutions make conditional offers based on points scores and entrance qualification grade or mark passes, for example a total of 100 points including a grade B or higher in Advanced Level Mathematics.

To calculate tariffs, levels of qualification for secondary or school education and for tertiary or post-school education must first be defined. To each level points must be mapped. The institution must then capture details of past qualifications of each student.

HESA also requires institutions to calculate full-time equivalence (FTE) for students. This statistic shows the intensity of study for a student expressed as a percentage where the FTE of a full time student is taken to be 100%. It is used to calculate staffing and funding requirements of the institution. that the institution would require and to work out requirements.

To enable the submission of statistics to HESA in the required format, administrators must associate Oracle Student System codes with HESA codes, setup and maintain FTE calendars, define submission and submission offset periods, define type and format of information to be submitted for a return class, and maintain student unit set attempt details.

Oracle Student System UK Features

Oracle Student System for the United Kingdom contains:

- [Higher Education Statistics Agency Subsystem](#)
- [Universities and Colleges Admissions Service Subsystem](#)
- [UK Modifications to Oracle Student System](#)

Higher Education Statistics Agency Subsystem

All United Kingdom higher education institutions are required to submit student based statistical returns to the Higher Education Statistical Agency (HESA). Oracle Student System provides a subsystem to enable institutions to capture the necessary data and generate HESA return files in the required format.

The HESA subsystem enables users to perform the following tasks:

- define Oracle Student System reference codes
- define and maintain mapping between Oracle Student System codes and HESA codes
- define and maintain FTE calendars
- calculate student full-time equivalence
- import tertiary and secondary education details from UCAS
- enter applicants' previous education details manually
- maintain attendance history and qualification details
- capture student- and program-based information for HESA
- calculate UCAS tariffs

- define user return classes based on provided system return classes
- define, generate, and maintain HESA extracts
- export HESA data from the UCAS interface to Oracle Student System
- generate extract files for submission to HESA

Universities and Colleges Admissions Service Subsystem

The Universities and Colleges Admissions Service (UCAS) provides a central admission system for higher education institutions in the United Kingdom. Instead of applicants contacting the institutions individually, full time undergraduate application forms are collected and distributed to the institutions by UCAS.

The primary task of the UCAS interface in Oracle Student System is to process applications from UCAS, including the related transaction processing and reporting.

UCAS provides applicants' previous tertiary and secondary education information to institutions.

The UCAS interface enables users to perform the following actions:

- import and maintain reference data, common data, and application details from UCAS
- create and maintain offer condition templates in a generic offer library
- import Marvin reference data and maintain small systems applications
- record changes to applications as UCAS transactions
- export application details to the Oracle Student System Admissions subsystem
- record candidates' Clearing details
- export transactions, program alterations, and institution-specific offer codes to UCAS
- delete records of applicants who withdraw from the UCAS admissions process

UK Modifications to Oracle Student System

Oracle Student System for the United Kingdom includes modifications to existing Oracle Student System windows to enable additional UK-specific functionality.

The following Oracle Student System subsystems are modified for UK users:

- Program Structure and Planning

- Person Reference
- Admissions

Oracle Student System is also modified to enable the year of program functionality. Year of Program was developed for the United Kingdom but forms part of core Oracle Student System.

Higher Education Statistics Agency

The Higher Education Statistical Agency (HESA) requires institutions of higher education in the United Kingdom to submit statistics on student, program, and units.

This chapter includes:

- [HESA Overview](#)
- [Capturing HESA Data](#)
- [Generating HESA Extracts](#)

HESA Overview

Oracle Student System (OSS) provides a HESA subsystem to capture data required to generate statistical returns for submission to the Higher Education Statistical Agency (HESA). HESA requests that institutions provide information about the student, both at the point of entry and during their period of study. HESA statistics include information about students, their entry qualifications and UCAS tariffs, programs, year of program and units including progression, funding, awards and student full-time equivalence and load.

The HESA subsystem provides windows at the program, year of program, and unit level to collect generic course-based information and windows at the applicant, student program attempt, and student year of program level to collect student-based data. Any data captured at the student year program level overrides data held at the year of program level and data captured at the student program level overrides the values recorded for the program

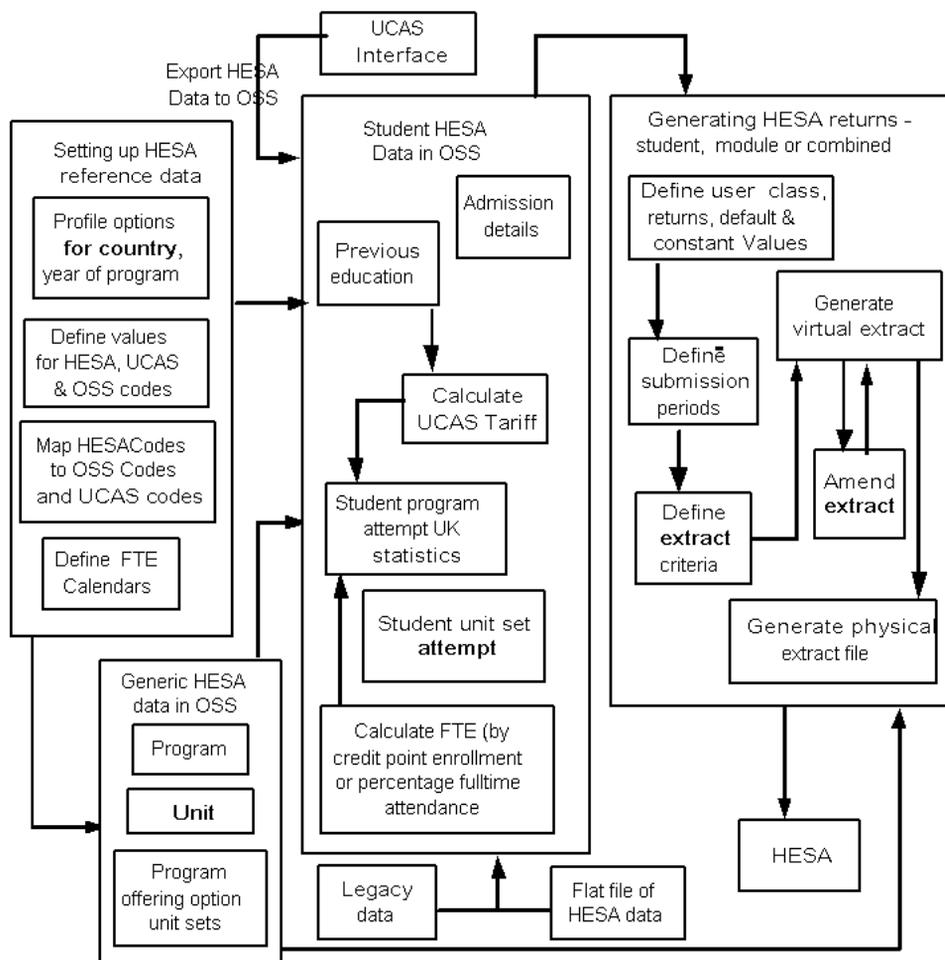
Institutions must report to HESA both on students and programs, and on units. The types of returns HESA accepts are:

- Student - statistics on student and program
- Module - statistics on units
- Or combined - statistics on student, program and unit

Administrators can specify the type of return to be generated, the fields to be included, and any default or constant values that apply to these fields. These are return classes. The extraction process derives the fields, mapping Oracle Student System values to HESA codes, and saves the values to the database. Administrators can then run and re-run the extraction process for all or selected students until the file generated is ready for submission to HESA. The institution can also use the information retained in the database for internal reporting and analysis.

[Figure 3–1](#) shows the HESA process flow diagram.

Figure 3–1 HESA Process Flow Diagram



Capturing HESA Data

HESA statistics include data on programs and on student enrollment in a year of program. Data on student enrollment includes student full-time equivalence and UCAS tariff of each student. For statistics to be returned for a module return, HESA requires data on units

Maintaining HESA data involves:

- [HESA Reference Data](#)
- [Applicant/Student Data](#)
- [Tariff and FTE Calculations](#)

Before data required to produce the HESA return can be recorded at the program, year of program, unit or student level, administrators must set up HESA reference codes. Before extraction can occur, administrators must map Oracle Student System reference codes to valid HESA reference codes.

Administrators then record HESA specific data on program, year of program and units. A student must be admitted and pre-enroll in a program for HESA student program attempt and student year of program data to be recorded. Administrators import data from UCAS Marvin *H transactions, the Hercules ivstarH view and the UCAS *J files to update student details. The UCAS *H and ivstarH include limited HESA data for applicants accepted by the institution. The UCAS *J files include more comprehensive HESA data for applicants accepted by the institution for entry in September 2002 onwards.

The UCAS tariff is associated with student program enrollment. The student's UCAS tariff is calculated from the previous education qualification details. The UCAS tariff calculation automatically populates the UCAS tariff fields associated with student program enrollment. HESA requires that the full time equivalence is calculated for each year of program. Student FTE can be calculated from either the year of program study intensity or the number of units studied. Institutions can specify whether research student full time equivalence should be apportioned if the student begins their program part way through the academic year. The FTE calculation automatically updates the calculated FTE held on the student year of program enrollment.

HESA Reference Data

Institutions must have HESA reference data to capture HESA specific data. Setting up HESA reference data includes defining Oracle Student System and HESA reference codes and mapping Oracle Student System codes to HESA and UCAS codes. Before mapping Oracle Student System codes to UCAS codes, import UCAS codes from UCAS or manually define them. The year of program functionality including the sequence of unit sets for progressing from one year to the next must also be defined.

Administrators must then define HESA details at the program, unit set and unit levels. Deselect Calculate at Program Level to derive HESA information for a HESA

combined return from unit enrollment details. HESA details include other institution providing teaching, the proportion not taught by this institution, the number of credit points obtained, the cost center, and subject code apportionment.

Prerequisites

UCAS reference codes must be defined.

Responsibility

Oracle Student System Super User

Navigation

HESA Returns - HESA Setup

- Maintain Codes - Maintain Codes window
- Maintain Code Associations - Maintain Code Associations window
- Maintain Code Mappings - Maintain Code Mappings window

Program Structure and Planning

- Basic Program Details - Basic Program Details window
- Basic Unit Details - Basic Unit Details window
- Unit Set - Unit Set Pre-enrollment Configuration - Unit Set Pre-enrollment Configuration window

Steps

1. Query a HESA or OSS code in the Maintain Codes window to enter a set of values for it.
2. Save your work.
3. View seeded associations of OSS and HESA codes in the Maintain Code Associations window.
4. Query an OSS/HESA or OSS/UCAS/HESA code association in the Maintain Code Mapping window and define individual mappings.
5. Save your work.
6. Query a program in the Basic Program Details window. Click **Other Program Detail** and then click **UK Statistics** to enter program-related HESA details in the Program tab of the UK Statistics window.

To enter HESA details related to student program attempt, see step 6 of [Applicant/Student Data](#). To view tariff of student, see step 6 of [Tariff and FTE Calculations](#).

7. Save your work.
8. Enter a unit code in the Find Units window that opens with the Basic Unit Details window and click Find to display unit details for the unit queried. Click **Other Unit Details** and then click **UK Statistics** to enter unit-related HESA details in the Unit tab of the UK Statistics window.
9. Save your work and return to the Basic Program Details window.
10. Query the appropriate program, click **Program Offering** and then click **Patterns of Study**. Select Academic Period within Unit Set to enable the year of program functionality.
11. Save your work.
12. In the Unit Set Pre-enrollment Configuration window, define and maintain the sequence of unit sets from one year to the next.
13. Save your work.
14. Query a program in the Basic Program Details window and click **Program Offering**. For a selected program offering, click **Program Offering Options** and in the new window, click **Program Offering Option HESA Details**. Enter HESA details for a unit set in the selected program offering option in the Program Offering Option HESA Details window.
15. Save your work.

See Also

For general information on HESA, see [HESA Overview](#).

For information on extracting HESA data, see [Generating HESA Extracts](#).

For an overview of HESA data that institutions must capture, see [Capturing HESA Data](#).

Applicant/Student Data

After setting up reference data required to maintain HESA details and generate statistical returns, administrators must create HESA records for applicants and students. Administrators must manually enter or import from UCAS, information on applicants such as social class, domicile and occupation. The information is

copied to student program attempt UK statistics record when the student pre-enrolls in a program. Alternatively, administrators can export HESA data to Oracle Student System to update the student program attempt UK statistics record.

Oracle Student System automatically creates a UK statistics student program attempt record when pre-enrollment creates a student program attempt record. The record contains the calculated student instance number and copied HESA admission details. Administrators can then maintain the student program attempt UK statistics and year of program HESA details. The data can be entered manually, or imported from the UCAS *J transaction. The additional information for a student enrolled on a teacher training program is collected manually. If the institution directly enrolls a student in a program and year of program, rather than admitting the student through the admissions subsystem, administrators must manually record student program attempt UK statistics and year of program HESA details.

Prerequisites

UCAS and HESA codes must be defined and mapped to Oracle Student System codes.

Responsibility

Oracle Student System Super User

Navigation

Admission - Direct Admission - Direct Admission window

Enrollments - Student Enrollments - Student Enrollments window

Requests - Concurrent Manager - Requests - Run (Single Request) - Submit Request window

- Export HESA Data to Student System Process
- Import HESA Student Details Process
- Import HESA Student Details Error Report - Landscape

Steps

1. Run the Export HESA Data to Student System Process concurrent process to export applicant, previous institution, and application details provided by UCAS for reporting to HESA from the UCAS system into Oracle Student System.

Note: This file of applicant and application information imported from UCAS is called a UCAS *H transaction.

2. To enter basic student HESA details of domicile, occupation, social class and special student category, query a UCAS applicant in the Direct Admission window. Select the required application and click **Open Application**. Click More and click **HESA Admission** in the Program Application Instance region of the Applications window. Enter HESA details in the HESA Admission Details window.
3. Save your work.
4. Set the import student program attempt details parameter to Yes and run the Import HESA Student Details Process concurrent process to import HESA details for program and unit set attempts of the given batch of UCAS students.

Note: This file is a UCAS *J transaction and can only be created if student program attempt UK statistics and year of program HESA details exist.

5. To check for errors in importing HESA student details, run the Import HESA Student Details Error Report - Landscape concurrent process.
6. Query the appropriate student in the Student Enrollments window. Click **Program Attempts** and then click **UK Statistics** to enter HESA details related to the program attempt in the Student Program Attempt tab of the UK Statistics window.

If the program attempted by the UCAS applicant is for a teacher training program, enter HESA details specific to this program in the Student Program Attempt Teacher Training tab.

To view HESA details at program and unit level, see step 6 and 8 of [HESA Reference Data](#). To view tariffs for a student, see step 6 of [Tariff and FTE Calculations](#).

7. Save your work and return to the Student Program Attempt window.
8. Click **Unit Sets**, select the required unit set, and then click **HESA Details** to enter HESA details for the student unit set attempt in the Student Unit Set Attempt HESA Details window.
9. Save your work and return to the Student Program Attempt window.
10. Select the program and click **Unit Set Inquiry** to view the marks, grades and credit points for each unit achieved by the student for the year of program.

For more information, see Student Enrollments, Chapter 5, Enrollments, *Oracle Student System User's Guide*.

See Also

For general information on HESA, see [HESA Overview](#).

For information on extracting HESA data, see [Generating HESA Extracts](#).

For an overview of HESA data that institutions must capture, see [Capturing HESA Data](#).

Tariff and FTE Calculations

HESA requires institutions to return student full time equivalence and student UCAS tariff. Institutions must calculate and hold student full time equivalence for each year of program. UCAS tariff is compulsory for UCAS entrants, and may be returned for other students. The tariff is calculated from the previous education qualification details. Alternatively administrators can import it from UCAS *J transactions. UCAS tariff calculation includes calculating highest qualification on entry. Administrators define previous education qualifications details as awards with associated grading schemas within the core student system.

Before calculating student full time equivalence in the current student year of program, institutions need to set up FTE calendars, defining teaching periods for each. The full time equivalence calculation takes into account periods of intermission and discontinuation. Institutions can specify whether research student full time equivalence should be apportioned based on student's date of commencement.

FTE calculation can be unit-based, using credit point enrollments, or intensity-based, using percentage of full time. By default, research and full time programs are calculated using the intensity-based approach and part time programs are calculated using the unit-based approach. This can be overridden at the program, year of program, and student level.

Institutions may use FTE calculations for both internal and external reporting.

Prerequisites

Previous education qualifications must be defined as awards with associated grading schemas. The awards must be mapped to HESA tariff codes.

Responsibility

Oracle Student System Super User

Navigation

HESA Returns - HESA Setup - Maintain FTE Calendars - Maintain FTE Calendars window

UCAS Interface - Find Applications - Find Applications window

Admission - Direct Admission - Direct Admission window

Enrollments - Student Enrollments - Student Enrollments window

Requests - Concurrent Manager - Requests - Run (Single Request) - Submit Request window - Qualification Details Import Process

HESA Returns - HESA Submissions - Requests(Single Request) - Submit Request window

- Calculate UCAS Tariff

- Calculate Student Full Time Equivalence

Steps

1. Run the Qualification Details Import Process concurrent process to import qualification details of UCAS applicants from UCAS.

Note: HESA requires UCAS tariffs of students to be calculated. These calculations are based on the qualification details of students.

2. In the Find Applications window, query the appropriate UCAS application and click **Find** to view qualification details imported, or manually enter them for an applicant.

Alternatively, query the applicant in the Direct Admission window. Click **More** twice and then click **Previous Education**.

Alternatively, query the applicant in the Person Details window. Click **Others** and select previous education if this was included while configuring the Person Details window. For information on configuring windows to provide access to child windows, see Person Reference, Chapter 3, *Oracle Student System User's Guide*.

Enter for each qualification, the subject, result or grade, year and awarding body in the qualification details tab of the Previous Education window.

3. Click **Calculate UCAS Tariff** to calculate the total tariff for the student.
4. Save your work.

5. Run the Calculate UCAS Tariff concurrent process to calculate the UCAS tariff for a group of students. Enter the appropriate program to calculate the tariff for UCAS applicants for the program. Or enter the enrollment period and run the concurrent process to calculate tariffs for all students with student program attempts in the given period. To calculate tariffs for all students, leave all parameters empty.
6. To view calculated tariff for an applicant, query the applicant in the Student Enrollments window and click **Program Attempts**. Select the appropriate program and click **UK Statistics**. View applicant's tariff in the Student Program Attempt UCAS Tariff tab of the UK Statistics window.

To view HESA details at program and unit level, see [HESA Reference Data](#). To view HESA details on student program attempt, see [Applicant/Student Data](#).

7. Define academic and teaching periods for which HESA requires student full-time equivalence (FTE) to be calculated in the Maintain FTE Calendars window. Enter the percentage the selected year of program would contribute to the FTE calendar. Save your work.
8. Specify the FTE calendar or the period for which the FTE is being calculated and run the Calculate Student Full Time Equivalence concurrent process to calculate FTE values of students. FTE can be calculated using this process for a student, program, program category, and program offering option for the specified period.

Note: To apportion research student FTE, select Yes. Select No to calculate FTE for a first year full time research student as 1 regardless of when in the academic session, the student actually commenced the program.

See Also

For general information on HESA, see [HESA Overview](#).

For information on extracting HESA data, see [Generating HESA Extracts](#).

For an overview of HESA data that institutions must capture, see [Capturing HESA Data](#).

Generating HESA Extracts

HESA defines the type of returns institutions must submit, the exact statistics that a return must report, the format of a return and when institutions must submit them. The process of generating extracts involves:

- [Defining Submission and Returns](#)
- [Extracting Returns](#)

Institutions can report student data to HESA by returning either a combined return or a student and module return. Student returns contain statistics on students and programs. Module returns contain statistics on units. Institutions can create user returns based on HESA-defined system return classes stating statistics to include or exclude from the report. Administrators can specify constant values for individual fields that would always be returned to HESA overriding derived or default values. If the extraction process fails to derive values, the system returns default values defined for the user return class.

Submissions provide the structure for administration and data extraction within the HESA subsystem. A submission defines the time period for which the HESA extraction is produced. A submission also allows for offset days and validation country to be defined. Offset days are applied to either the enrollment period start date or the student program attempt commencement date. The institution then need not include returns for a student who discontinues a program in the offset period. Submissions describe the extracts to be generated by defining the academic calendars to be considered for student enrollments.

An extract can include all students, an individual student, or a subset of the student population. Administrators must define criteria by which information on a student or a set of students is to be extracted. Criteria could involve program group or category, responsible organizational unit, program, year of program, student type, person ID group, and country. Once defined, the extraction process runs and extracts the relevant information deriving values for it.

Institutions can view and amend the extract produced by the extraction process before creating the physical extract file. Administrators can manually add rows to the extraction, and mark for exclusion from the file or for recalculation. Administrators can also enter values to override calculated values for particular statistics which does not alter the Oracle Student System data, only that displayed in the physical file.

Defining Submission and Returns

A HESA return can only be generated when a user return class has been defined. An institution may define its own user return classes based on valid HESA-defined system return classes. To define a new user class quickly, administrators may copy all the fields from an existing user class or from the system class and then include or drop individual fields. For a particular field enter a default or constant value if required.

Prerequisites

HESA field codes must be defined.

Oracle Student System, HESA and UCAS codes must be mapped.

Responsibility

Oracle Student System Super User

Navigation

HESA Returns - HESA Setup - View System Return Class - View System Return Class window

HESA Returns - HESA Submissions

- Maintain User Defined Return Class - Maintain User Defined Return Class window
- Maintain Submissions - Maintain Submissions window

Steps

1. To view fields or information included for a given seeded return class and check that their validity per current requirements of HESA, query the return class in the View System Return Class window.
2. To create a new user return class for the institution and define information to be extracted for HESA for it, select a seeded return class in the Maintain User Defined Return Class window.

Enter the record ID of existing user class and click **Copy From User Class** to copy fields to be extracted for the new return from the existing user class. Click **Get Default Values** to copy all the fields to be extracted from the system return class. Against each field, select Include to include the field copied in the extract or delete the fields that are not to be included in the return.

Note: The extraction process calculates values for the fields. If extraction fails to calculate a value for a field, the default value entered is returned. To override the calculated value, enter a constant value for the field.

3. Save your work.
4. Define submission, enrollment and offset period, and country for which extract is to be generated in the Maintain Submissions window. Attach to the submission period selected seeded and user return classes. Enter academic calendar for the new submission period being created.

5. In the history tab, click **Mark Program Attempts** to flag program attempts of the selected extract after submission is completed and submitted to HESA. Select Delete to exclude data from extraction.
6. Save your work.

See Also

For general information on HESA, see [HESA Overview](#).

For general information on extracting HESA data, see [Generating HESA Extracts](#).

For an overview of HESA data that institutions must capture, see [Capturing HESA Data](#).

Extracting Returns

Institutions define criteria for extraction of statistics. Extraction can be by program, program group, program category, year of program, organizational unit, student, or student group. Once defined, the extraction process generates a virtual extract.

Administrators may view the details of the extract and amend either statistics to be included or their values. Once the extract is ready, create the physical extract. This is a flat file either in fixed length format or comma delimited, that is submitted to HESA.

Prerequisites

HESA field codes must be defined.

Oracle Student System, HESA and UCAS codes must be mapped.

Submission periods, user return classes and fields for user return classes must be defined.

Responsibility

Oracle Student System Super User

Navigation

HESA Returns - HESA Submissions

- Define Extract Criteria - Define Extract Criteria window
- Maintain Extract - Maintain Extract window
- Create Extract File - Create Extract File window

HESA Returns - HESA Submissions - Requests (Single Request) - Submit Request window - Extract Run Exception Report - Landscape

Steps

1. To define extract criteria in selecting individual students or a student set, query a submission period and return class in the Define Extract Criteria window. Select whether the report is being generated for internal use by the institution or for use by institutions or agencies external to the institution. If the report is not being used by the institution, name the file or report to be created and enter the location to which the file would be saved.

If the return class is student, select a student return from the list and enter extract criteria in the relevant tabs.

Finally click **Generate Extract** to start the extraction process.

2. To view and edit the extract, query a submission period, and return in the Maintain Extract window. Select the student or program record and for it select the fields to be added, removed or recalculated for the return.

To recalculate marked fields, click **Recalculate**. This in turn runs the extraction process again generating a new extract with recalculated values for specified fields.

If required, enter a new value for a field that overrides the calculated value when the physical extract flat file is created.

3. Save your work.
4. To redefine records to be included in a return, click **Extract Criteria** in the Maintain Extract window. In the Define Extract Criteria window, click **Generate Extract** to generate a fresh return with the new inputs.
5. To create an actual extract file, enter the ID of the extract generated, select the format in which file is to be created and click **Create File** in the Create Extract File window.

Note: If the extract is being generated for internal reporting, enter a name for the extract file being created and the location or path where it is to be placed.

6. Run the Extract Run Exception Report - Landscape concurrent process to view the errors in the extraction process for a given run.

See Also

For general information on HESA, see [HESA Overview](#).

For general information on extracting HESA data, see [Generating HESA Extracts](#).

For an overview of HESA data that institutions must capture, see [Capturing HESA Data](#).

Universities and Colleges Admissions Service

The Universities and Colleges Admissions Service (UCAS) manages admissions for prospective students interacting with institutions on their behalf. To enable this, Oracle Student System (OSS) provides a UCAS interface.

The entire UCAS functionality is covered by the following sections:

- [UCAS Overview](#)
- [Creating Data for UCAS Interaction](#)
- [Managing UCAS Applications](#)

UCAS Overview

Prospective students apply through UCAS to many institutions and programs, each combination of these called a choice. Applications may be for full-time undergraduate (FTUG) programs made through UCAS or made through the following small systems:

- Nursing and Midwifery Admissions Service (NMAS)
- Social Work Admissions Service (SWAS)
- Graduate Teacher Training Registry (GTTR)

The exact number of choices allowed varies depending on the admissions system controlling the application whether FTUG, NMAS, SWAS or GTTR. Depending on the type of programs applied for the choices are either sent simultaneously to all institutions, or sequentially by choice number (Route B processing).

The UCAS interface provided by Oracle Student System supports both the UCAS Hercules system for FTUG applications and the Marvin system for FTUG, NMAS, SWAS and GTTR applications.

To enable the entry of UCAS applications into Oracle Student System for application processing and admission, import and map UCAS reference data to Oracle Student System reference data. Similarly reference data used in application processing and admissions such as conditions for conditional offer, application outcomes and offer responses must be setup to ensure that information passed back and forth between UCAS and Oracle Student System is understood on both sides.

Applicants submit their applications to UCAS who forward these to the relevant institutions. The institution processes these applications making decisions on each and passes these decisions back to UCAS. UCAS then forward the decisions to applicants.

If the decision is an offer of admission, either conditional or unconditional, the applicant must send their response to UCAS who in turn pass the response back to the institution.

When examination results are released, UCAS pass these to institutions which can then make a final decision on applicants. This final decision is routed back to the applicant through UCAS and similarly the applicant's final response reaches the institution.

Applicants who do not receive any offers, reject offers, do not meet requirements for conditional offers, or send their application to UCAS after the deadline, are eligible for Extra Application Processing or Clearing. UCAS specifies a date by which Extra processing must be completed and after which Clearing starts. Both Extra and Clearing processing are available for FTUG applicants. NMAS applicants can only apply for Clearing.

Applicants who enter Extra processing are given an Extra Processing Passport which allows them to make an additional application for a new program or to a new institution. This new application is processed as for standard application. An applicant who fails to find a place during Extra processing may be eligible for Clearing.

For Clearing, UCAS gives applicants a clearing entry form which allows them to approach institutions directly for available seats in programs.

Creating Data for UCAS Interaction

UCAS supplies application details and a large amount of reference data. Reference data covers institutions, subjects, and examinations, and codes used in applicant records and in application processing.

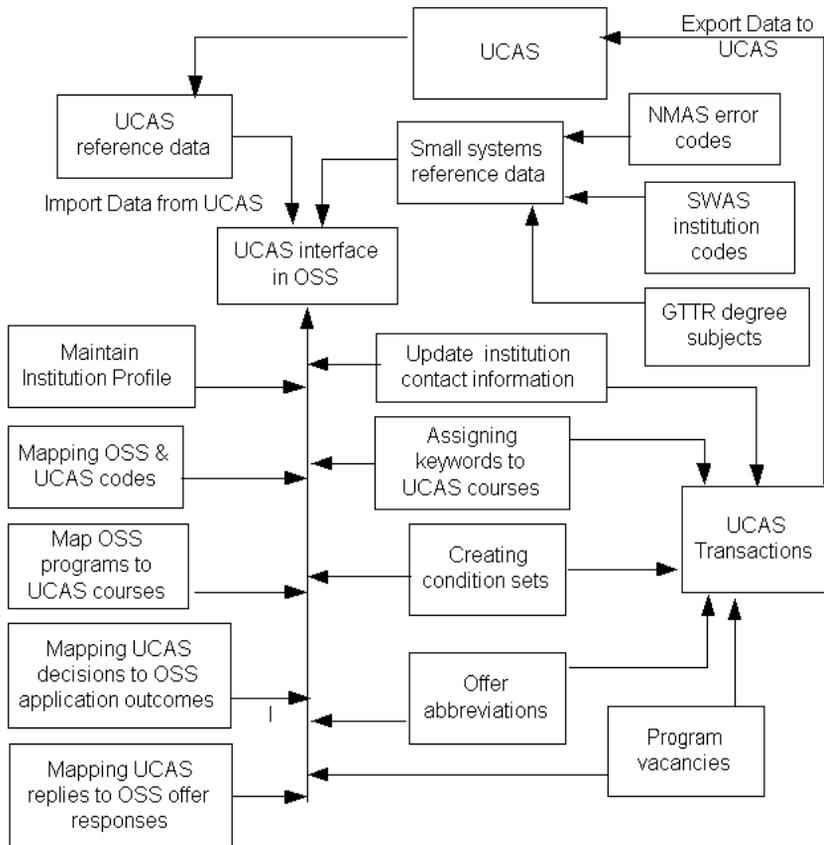
UCAS data can be grouped under the following heads for maintenance:

- [UCAS Reference Data](#)
- [Small Systems Reference Data](#)
- [UCAS Program Details](#)
- [Application Processing Reference Data](#)

UCAS data is imported from UCAS via the HERCULES interface and is complemented by data loaded from the small systems via a flat file interface. Institutions can also maintain reference data manually and pass this back to UCAS.

[Figure 4–2](#) shows the various reference data that must be set up to process UCAS applications and admit UCAS applicants.

Figure 4–1 Setup of Reference Data for UCAS



UCAS Reference Data

Institutions import UCAS reference and control data from UCAS into the Oracle Student System UCAS subsystem via the Hercules interface. Administrators map UCAS data to Oracle Student System data and enter if necessary institution-specific data.

Reference data includes examinations, subjects, applicant details, fee sources, and residence categories affecting fee status. It also includes institution or school types, outstanding decision listing, sequences for application receipt, UCAS correspondence groups made up of institution contacts, and error codes for failed UCAS transactions.

Prerequisites

Oracle Student System codes must be defined.

Responsibility

Oracle Student System Super User

Navigation

Requests - Concurrent Manager - Requests - Run (Single Request) - Submit Request window

- Import Data from UCAS Process

- Export Data to UCAS Process

HESA Returns - HESA Setup

- Maintain Code Associations - Maintain Code Associations window

- Maintain Code Mappings - Maintain Code Mapping window

UCAS Interface - UCAS Maintenance

- Monitor Reference Data - Monitor Reference Data window

- Monitor Common Data - Monitor Common Data window

- Monitor Institution Profile - Monitor Institution Profile window

Steps

1. Run the Import Data from UCAS Process concurrent process. Set the Import Application Data parameter to No to import all reference, common and institution data from UCAS.
2. In the Monitor Reference Data window, view reference data imported from UCAS and manually add institution-specific data.
3. In the Monitor Common Data window, view common data imported from UCAS on institutions, schools and examinations. Create or update institution-specific data, if necessary.

Select a school in the School tab and click **General** to view government-related details such as Department of Further Education code and National Center number in the General window.

Click **Statistics** to view statistics on number of total students of school that went on to fifth form, sixth form and higher education.

Click **Sites** to view school's complete postal address.

Click **Contact** to view details of the person nominated as contact for the school.

4. Save your work.
5. In the Monitor Institution Profile window, view institution profile information imported from UCAS. Update institution-specific data if necessary. Select sequence in which applications to be sent to institutions.

Enter or update details of contact for the institution in the Contacts tab. Then click **UCAS Group Membership** and select a UCAS group to which to add the contact.

In the relevant tabs, view examination board listings, define or update sequence for receiving various lists including outstanding decisions, and decision on whether or not to accept clearing applications.

6. Save your work.
7. View seeded associations between code sets of Oracle Student System and UCAS in the Maintain Code Associations window. See [Capturing HESA Data](#), [HESA Reference Data](#), [Higher Education Statistics Agency](#).
8. In the Maintain Code Mapping window, query the required OSS-UCAS code set association and for it map individual Oracle Student System and UCAS codes. See [Capturing HESA Data](#), [HESA Reference Data](#), [Higher Education Statistics Agency](#).
9. Run the Export Data to UCAS Process concurrent process to export all new and updated reference information.

See Also

For general information on UCAS, see [UCAS Overview](#).

For information on small systems UCAS reference data, see [Small Systems Reference Data](#).

For information on maintaining data related to UCAS programs, see [UCAS Program Details](#).

For general information on UCAS data, see [Creating Data for UCAS Interaction](#).

Small Systems Reference Data

UCAS supports small systems applications. Institutions must import into Oracle Student System, small system reference data from flat files provided by the Marvin

interface. Each flat file contains a category of data for a specific small system. For instance, it could be GTTR degree subjects or NMAS error codes or SWAS institution codes.

Administrators must manually define for each small system, the UCAS admission cycle being processed, the current stage in the UCAS processing calendar with particular reference to Clearing and the number of applications reserved by UCAS for the small system.

Prerequisites

None

Responsibility

Oracle Student System Super User

Navigation

Requests - Concurrent Manager - Requests - Run (Request Set) - Submit Request Set window

- Load Marvin Degree Subjects for GTTR System
- Load Marvin Error Code Files
- Load Marvin Institution Code Files

UCAS Interface - UCAS Maintenance - Monitor Reference Data - Monitor Reference Data window

UCAS Interface - UCAS Data Control - View Control Information - UCAS Control Information window

Steps

1. Run the Load Marvin Degree Subjects for GTTR System concurrent processes to import GTTR degree subject details. Enter the file name and location of data file downloaded from UCAS.
2. Run the Load Marvin Error Code File concurrent processes to import error codes for NMAS. Enter the file name, location of data file downloaded from UCAS, and the system code for the current file being processed.
3. Run the Load Marvin Error Code File concurrent processes to import error codes for SWAS. Enter the file name, location of data file downloaded from UCAS, and the system code for the current file being processed.

4. Run the Load Marvin Error Code File concurrent processes to import error codes for GTTR. Enter the file name, location of data file downloaded from UCAS, and the system code for the current file being processed.
5. Run the Load Marvin Institution Code File concurrent processes to import institution codes for NMAS. Enter the file name, location of data file downloaded from UCAS, and the system code for the current file being processed.
6. Run the Load Marvin Institution Code File concurrent processes to import institution codes for SWAS. Enter the file name, location of data file downloaded from UCAS, and the system code for the current file being processed.
7. Run the Load Marvin Institution Code File concurrent processes to import institution codes for GTTR. Enter the file name, location of data file downloaded from UCAS, and the system code for the current file being processed.
8. Review updated data in the Monitor Reference Data window.
9. Manually enter UCAS application numbers set aside for each of the small systems in the appropriate tab and region of the UCAS Control Information window. Simultaneously define the admission cycle being processed and current stage of processing with reference to clearing. For information on the UCAS tab of this window, see step 7 of [Processing UCAS Applications](#).
10. Save your work.

See Also

For general information on UCAS, see [UCAS Overview](#).

For information on UCAS reference data, see [UCAS Reference Data](#).

For information on maintaining data related to UCAS courses, see [UCAS Program Details](#).

For general information on UCAS data, see [Creating Data for UCAS Interaction](#).

UCAS Program Details

Administrators must import UCAS programs and map these to valid Oracle Student System programs.

For each of these UCAS programs, administrators can enter admission details such as current and deferred availability, availability of Extra applications, number and type of places available, and program keywords.

Administrators may give up to 6 keywords for a UCAS program and export these as transactions to UCAS. Clearing applicants use these keywords to search in the UCAS database for vacancies. Institutions may decide on a priority for the keywords of a program to help narrow the search or to ensure that applicants get maximum number of hits.

Prerequisites

UCAS clearing option codes must be imported.

Program offering options must be defined.

Responsibility

Oracle Student System Super User

Navigation

UCAS Interface - UCAS Setup - Maintain UCAS Program Details - Maintain UCAS Program Details window

Requests - Concurrent Manager - Requests - Run (Single Request) - Submit Request window - Export Data to UCAS Process

Steps

1. Use the Maintain UCAS Program Details window to create new full-time undergraduate UCAS programs and map these and imported UCAS programs to OSS programs. For each UCAS program maintain validity, entry and vacancy details.
2. In the UCAS Course Keywords window, click **Keywords** in the vacancy-related tabs to select keywords to be used in Clearing availability advertising or searching. Enter order of priority for these keywords to help narrow the search for vacancies or to increase its scope.
3. Save your work.
4. To export changes made in program details, run the Export Data to UCAS Process concurrent process.

See Also

For general information on UCAS, see [UCAS Overview](#).

For information on UCAS reference data, see [UCAS Reference Data](#).

For information on small systems UCAS reference data, see [Small Systems Reference Data](#).

For general information on UCAS data, see [Creating Data for UCAS Interaction](#).

Application Processing Reference Data

Institutions need to interact with applicants through UCAS through application processing and evaluation till a student enrolls. Before institutions can set conditions for an applicant, administrators must create a library of conditions with their outcomes and send these test transactions to UCAS for acceptance. The institution can then during application processing use the condition sets accepted by UCAS.

To enable UCAS understand the application outcome or admission decision made on an application, administrators must map Oracle Student System application outcomes to UCAS decisions. If an applicant is offered admission, the applicant must respond to this offer through UCAS. To enable Oracle Student System understand the applicant's reply imported from UCAS, administrators must map Oracle Student System offer responses to UCAS replies.

Prerequisites

UCAS and Oracle Student System codes must be defined.

UCAS groups must be defined.

Responsibility

Oracle Student System Super User

Navigation

UCAS Interface - UCAS Setup - Condition Builder - Generic Condition Builder window

UCAS Interface - UCAS Applicants and Applications - UCAS Transactions - UCAS Transactions window

Requests - Concurrent Manager - Requests - Run (Single Request) - Submit Request window

- Export Data to UCAS Process
- UCAS Offer Library Listing Report

UCAS Interface - UCAS Setup - UCAS Code Mappings - UCAS Code Mappings window

Steps

1. To create and maintain a library of offer conditions, enter for a selected condition category the combination of offers, grades and subjects in the Generic Condition Builder window.
2. Click **View Marvin Code** to generate the associated Marvin code. Optionally, select Enter Marvin Code Directly to enter at least one Marvin Code.
3. Save your work and click **Test at UCAS** to export the offer condition template to UCAS for verification. This creates a test transaction that can be exported to UCAS.

Note: Administrators can use this button only if the Hercules interface is being used.

4. Use the UCAS Transactions window to view details of the test transaction created.
5. Run the Export Data to UCAS Process concurrent process to export the test transactions to UCAS and update the condition set created with the results of the test.

For more information on exporting transactions, see [UCAS Transactions](#).

6. In the Generic Condition Builder window, click **View Text** to view text produced when decoding the offer condition sent to UCAS.
7. Run the UCAS Offer Library Listing Report concurrent process to print details of all the offer conditions successfully verified by UCAS.
8. Map UCAS decision to Oracle Student System outcomes and UCAS reply to Oracle Student System offer response codes in the UCAS Code Mappings window.
9. Save your work.

See Also

For general information on UCAS, see [UCAS Overview](#).

For information on small systems UCAS reference data, see [Small Systems Reference Data](#).

For information on maintaining data related to UCAS courses, see [UCAS Program Details](#).

For general information on UCAS data, see [Creating Data for UCAS Interaction](#).

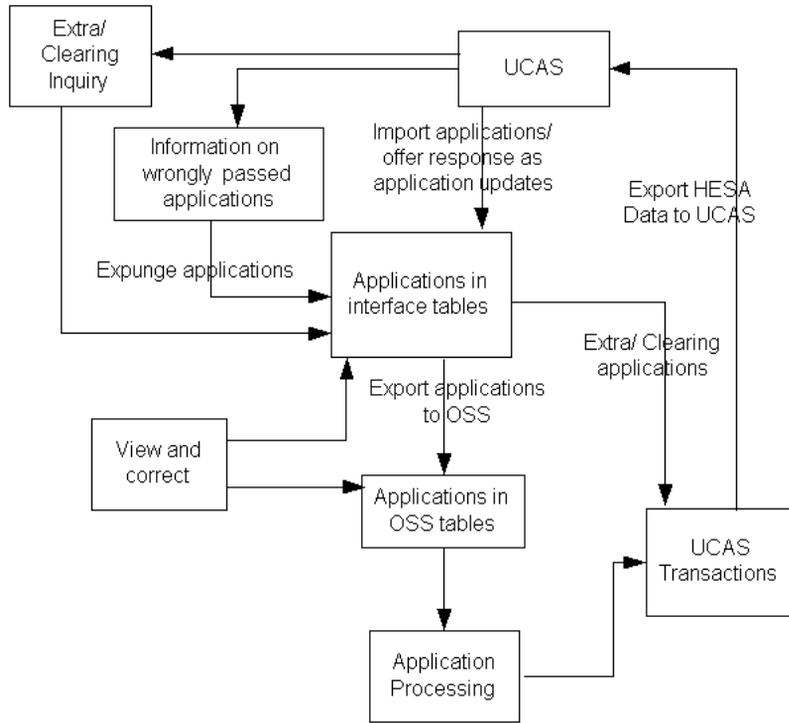
Managing UCAS Applications

Oracle Student System administrators import UCAS and small system applications from UCAS, review and maintain them before exporting them to Oracle Student System for processing. Updates to applications, offers and acceptance of offers are imported and exported between Oracle Student System and UCAS as UCAS transactions.

The entire process of UCAS admissions can be divided into the following tasks:

- [Entering UCAS Applications](#)
- [Processing UCAS Applications](#)
- [UCAS Transactions](#)

[Figure 4–1](#) shows the process flow diagram for managing UCAS applications.

Figure 4–2 Process Flow Diagram for Managing UCAS Applications

Entering UCAS Applications

Administrators must import UCAS FTUG and small system applications into the Oracle Student System/UCAS interface using the Marvin interface and UCAS FTUG applications using the Hercules interface.

To facilitate the chances of an offer, an applicant may choose to mark applications as joint admission at UCAS. A joint admission entity consists of several institutions, all of which receive applicant's choices or applications.

Once applications are imported, administrators may view and correct if necessary any of the application details before exporting them to Oracle Student System for processing. Administrators may manually export each application of an applicant or export a batch of them. Once applications are created in Oracle Student System tables, administrators may view these applications and check if details are correct.

For applicants and applications sent by mistake to the institution by UCAS, UCAS identifies them and sends the relevant application numbers to the institution as a *W transaction. Administrators then mark these applicants and applications for expunge either deleting them or preponing their end dates.

Prerequisites

UCAS and small system reference data must be imported or defined and mapped to Oracle Student System reference data where necessary.

Responsibility

Oracle Student System Super User

Navigation

Requests - Concurrent Manager - Requests - Run (Request Set) - Submit Request Set window - Load Marvin Data

Requests - Concurrent Manager - Requests - Run (Single Request) - Submit Request window

- Import Data from UCAS Process
- Populate OSS Person ID Data into UCAS Interface Process
- Export Applications to OSS Process
- Export Applications to OSS Error Report
- UCAS Application Exceptions Report
- Expunge Wrong Applicants Process

UCAS Interface - Find Applications - Find Applications window

Admission - Direct Admission - Direct Admission window

UCAS Interface - UCAS Applicant and Applications - Expunge Wrong Applicants - Expunge Wrong Applicants window

Steps

1. Run the Load Marvin Data concurrent processes to load interface tables with extracted NMAS, SWAS, and GTTR applications, using the Marvin interface.

Note: Using the Hercules interface imports data from UCAS whereas using the Marvin interface imports small system applications from Marvin files.

2. Run the Import Data from UCAS Process concurrent process. Set the import applications parameter to Yes to import or update person details and UCAS applications from interface tables loaded with small system applications.
3. Run the Populate OSS Person ID Data into UCAS Interface Process concurrent process. This writes person numbers generated by import of UCAS data, into UCAS interface tables.
4. Use the Find Applications window to review UCAS applications in the interface tables. Enter applicant name or number in the query window and click **Find** to view all the applications of the applicant. Override if necessary, the default mapping of UCAS programs to Oracle Student System programs. Save your work.
5. Select an application and click **UCAS Application**. View and update if necessary complete application details in the UCAS Application window.
6. Save your work and return to the Find Application window.
7. Keep the application selected and click **Export Application to OSS** to manually export and create the updated application in Oracle Student System.
8. In the Direct Admissions window, query applicant, select the required application and click **Open Application**. In the Applications window, click **OSS Application** to view application details and track application processing.

Note: This happens only if exporting a UCAS application to Oracle Student System is successful. See *Creating an Application, Chapter 4, Admissions, Oracle Student System User's Guide*.
9. Run the Export Applications to OSS Process concurrent process to export all new and updated applications to Oracle Student System.
10. Run the Export Applications to OSS Error Report concurrent process to check for errors in exporting applications to Oracle Student System.
11. Run the UCAS Application Exceptions Report concurrent process to check for unsuccessful export of UCAS applications where UCAS programs had no equivalent Oracle Student System programs.
12. Use the Expunge Wrong Applicants window to manually remove applicant and applicant information wrongly passed by UCAS to the institution. Against the appropriate applicant records, select Mark for Expunge. If many records are to be removed, click **Mark All for Expunge** and exclude the ones to be retained.

Note: This window displays all UCAS applications created in Oracle Student System. If an application is a Joint Admission application, marking it for

expunge removes it from the institution's records but retains the application in the interface tables to be passed onto other institutions of the Joint Admission entity. Administrators must expunge miscoded applications.

13. Save your work and click **Expunge Applicants**.
14. Optionally, run the Expunge Wrong Applicants Process concurrent process to remove from interface tables the batch of applicants and applications marked by UCAS for expunge.

See Also

For general information on UCAS, see [UCAS Overview](#).

For information on processing applications, see [Processing UCAS Applications](#) and [UCAS Transactions](#).

For an overview on UCAS applications, see [Managing UCAS Applications](#).

For information on UCAS reference data, see [Creating Data for UCAS Interaction](#).

Processing UCAS Applications

Oracle Student System starts processing UCAS application once exported and created in Oracle Student System. Processing involves evaluating applications and making an admission decision. Administrators consider availability of seats, evaluator rating, test scores, past academic history, and expected qualification summary before making a decision.

For more information on processing and admitting students, see *Processing Applications and Admitting Students, Chapter 4, Admissions, Oracle Student System User's Guide*.

Administrators enter admission decisions as UCAS transactions, exporting them to UCAS updates application with applicant's acceptance, deferment or withdrawal and the institution imports these updated applications. If UCAS applicants do not secure an offer of a place on any of their choices they are eligible to enter EXTRA processing. The Clearing process begins after the exam results have been released by UCAS and applicants who have met the conditions of their offer have been accepted. The UCAS control data indicates whether UCAS can accept EXTRA and Clearing applications. Administrators can check this and other UCAS control data such as offers received from institutions within or without the European Union, clearing dates, Route B processing availability, availability of HESA data, and amended decision transactions.

For Extra and Clearing process, administrators must query the applicant and enter details as a fresh inquiry, then proceed to application before exporting this to Oracle Student System for processing and final admission.

Prerequisites

UCAS and HESA codes must be imported and mapped to Oracle Student System codes.

Offer conditions must be defined and verified by UCAS.

Responsibility

Oracle Student System Super User

Navigation

Admission - Direct Admission - Direct Admission window

Admission - Person Details - Person Details window

Person Reference - Person Details - Person Details window

UCAS Interface - Find Applications - Find Applications window

UCAS Interface - UCAS Data Control - View Control Information - UCAS Control Information window

UCAS Interface - UCAS Applicant and Applications

- UCAS Transactions - UCAS Transactions window

- Application Inquiry - Application Inquiry window

Requests - Concurrent Manager - Requests - Run (Single Request) - Submit Request window

- Qualification Details Import Process

- Expected Qualification Summary Import Process

- Export Data to UCAS Process

- UCAS Transaction Exceptions Report

- UCAS Transaction History Report

- Import Data from UCAS Process

Steps

1. Run the Qualification Details Import Process concurrent process to import qualifications and results held in ucas interface tables into OSS.
2. Run the Expected Qualification Summary Import Process concurrent process to import expected qualification summaries of UCAS applicants from UCAS.
3. In the Direct Admission window, query the applicant to view imported qualification summary, or enter details.

Use **More** to find and click **Previous Education**. Enter for each qualification, the subject, result or grade, year and awarding body in the qualification details tab of the Previous Education window.

4. Optionally, use the Person Details window to query the applicant. Click **Others** and select previous education. Enter for each qualification, the subject, result or grade, year and awarding body in the qualification details tab of the Previous Education window.

For information on attendance history and qualification details of applicant's previous education, see Tariff and FTE Calculations, Capturing HESA Data, Higher Education Statistics Agency.

5. Save your work.
6. Query the appropriate applicant in the Direct Admission window and click **Open Application**.
7. Alternatively, query the appropriate applicant in the Find Applications window and click **OSS Applications**.
8. From the Applications window, use the buttons in the Program Application Instance region to navigate to various other windows.

Click **View Requirements** to view requirements assigned to the applicant, attach those required to the application and track them till closure. To attach and track requirements, applicant must satisfy requisite entry qualifications. Only when requirements are met, set application completion status to complete. Save and return to the Applications window.

Click **Outcomes** to enter an offer or conditional offer subject to applicant meeting stated conditions by the time given.

Once decision makers enter an outcome for a UCAS applicant, click **UCAS Transactions** to enter transaction type and details. Run the Export Data to UCAS concurrent process to save and export transaction to UCAS. See [UCAS Transactions](#).

For information on processing applications, see *Processing Applications*, Chapter 4, Admissions, *Oracle Student System User's Guide*.

For information on evaluating an application, and making an offer, see *Admitting Students*, Chapter 4, Admissions, *Oracle Student System User's Guide*.

9. Use the UCAS Control Information window to view details of processing of UCAS applications.

For information on the small systems tab of this window, see [Small Systems Reference Data](#).

10. In the Maintain UCAS Program Details window, enter validity and clearing vacancy details of Oracle Student System programs mapped to UCAS programs. Save your work.

For more information on UCAS programs, see [UCAS Program Details](#).

11. To enter and maintain Extra and Clearing applications received, query the UCAS or NMAS application in the Find Application Inquiry window that opens with the Application Inquiry. Enter qualification and clearing details. Save your work.

See Also

For general information on UCAS, see [UCAS Overview](#).

For information on entering applications, see [Entering UCAS Applications](#).

For information on transactions, see [UCAS Transactions](#).

For an overview on UCAS applications, see [Managing UCAS Applications](#).

For information on UCAS reference data, see [Creating Data for UCAS Interaction](#).

UCAS Transactions

Institutions export and import information from UCAS through UCAS transactions. When UCAS transactions are automatically generated by Oracle Student System they contain basic decision details. Administrators must enter additional details such as conditions of the offer and updates in program or entry details.

Transactions can contain updated reference data, test transactions for condition sets, and decision transactions of application outcomes.

Prerequisites

Offer conditions must be defined and verified by UCAS.

Responsibility

Oracle Student System Super User

Navigation

UCAS Interface - Find Applications - Find Applications window

UCAS Interface - UCAS Applicant and Applications - UCAS Transactions - UCAS Transactions window

Requests - Concurrent Manager - Requests - Run (Single Request) - Submit Request window

- Export Data to UCAS Process
- UCAS Transaction Exceptions Report
- UCAS Transaction History Report
- Generate Marvin File
- Load Marvin File
- Import Data from UCAS Process

Steps

1. In the Find Applications window, enter applicant details and click **Find** to display all applications of applicant.

Select the required application and click **Transactions** to view automatically created transaction. Enter additional details such as outcomes or decisions in the UCAS Transactions window. Save your work.

Alternatively, directly use the UCAS Transactions window to do the same.

2. Run the Export Data to UCAS Process concurrent process to export pending transactions on UCAS applications in the interface tables to UCAS.
3. Run the UCAS Transaction Exceptions Report concurrent process to list details of transactions not successfully exported.
4. Run the UCAS Transaction History Report concurrent process to generate a report on transactions created during an admission cycle, for an applicant.
5. Run the Generate Marvin File concurrent process to extract a single flat file for export containing the transactions for all the small systems.

6. Run the Load Marvin File and Import Data from UCAS concurrent processes to produce a single file consisting of errors in exporting transactions of all the small systems.

See Also

For general information on UCAS, see [UCAS Overview](#).

For information on entering and processing applications, see [Entering UCAS Applications](#) and [Processing UCAS Applications](#).

For an overview on UCAS applications, see [Managing UCAS Applications](#).

For information on UCAS reference data, see [Creating Data for UCAS Interaction](#).

Glossary

combined returns

HESA-defined return based on a student's total program of study leading to a qualification, and involving the completion of a single record for each student, setting out the student-related and programme-related data.

FE

See *further education*.

FTE

See *full time equivalence*.

full time equivalence

The institution must determine the full time equivalence for a student in a reporting year. The figures are then reported to the Higher Educational Statistics Agency as a percentage. Full time, full year students would normally be returned as 100.00 and part-time students returned as a proportion of an equivalent full-time course. The proportion of part-time study can be estimated on either a time or credit basis. This allows a more accurate assessment of the contribution of non-full time study that can be obtained by the use of arbitrary multipliers.

further education

Education for students over compulsory school age (currently 16 in England) which does not take place in a secondary school. It may be in a sixth-form college, a further education college or a higher education institution. Further education courses are generally up to the standard of GCE A-level or NVQ Level 3.

Graduate Teacher Training Registry

A central agency acting on behalf of universities, colleges of higher education, and certain groups of schools in England and Wales. Processes applications for entry to pre-service Postgraduate Certificate in Education (PGCE) courses. This service is provided for the GTTR as one of the small systems operated by Universities and Colleges Admission Service (UCAS).

GTTR

See *Graduate Teacher Training Registry*.

HESA

See *Higher Education Statistics Agency*.

HERCULES

See *Higher Education Recruitment Communications between UCAS and Local Electronic Systems*.

HESA code

A code specified by HESA as a valid value for one of the HESA fields.

HESA validation

The file submitted to HESA must have a specified format and individual fields can only take certain values - a file that meets the criteria specified by HESA is deemed valid.

HESA validation kit

Is provided by HESA so that institutions can validate the file produced before it is submitted to HESA. HESA does not accept any files that fail the validation checks.

Higher Education Recruitment Communications between UCAS and Local Electronic Systems

The online UCAS system for managing applications whereby institutions can communicate directly with this system using SQL instead of a database link.

higher education

Programs that are above the standard of GCE A-levels or National Vocational Qualification (NVQ) Level 3. They include degree courses, postgraduate courses and Higher National Diplomas. Higher education takes place in universities and higher education colleges, and in some further education colleges.

Higher Education Statistics Agency

The Higher Education Statistics Agency is the official body responsible for the collection and publication of statistical data about higher education. HESA was set up by UK universities and higher education colleges to collect, analyze and report on Higher Education statistics as the basis of a comprehensive management information system. HESA collects, cleans, and collates the data for its own analysis as well as preparing extracts of the data records for government education departments, funding bodies, and the institutions themselves. HESA also publishes reports and bulletins on HE in the UK which are derived from the data.

highest qualification on entry

The highest level of entrance qualification held by the student at the time of enrolling into a program of study, that is reported to HESA.

intensity-based approach

A method of calculating student full time equivalence based on the intensity of study of a year of program, a full time year of program having an intensity of study of 100.

Main Access Route for Varsity Information

MARVIN is a system for transferring data between UCAS and institutions using flat files.

MARVIN

See Main Access Route for Varsity Information.

module return

A HESA-defined return based on the modules reported in the Student return.

NMAS

See Nursing and Midwifery Admissions Service.

Nursing and Midwifery Admissions Service

An agency which acts on behalf of the national health service executive (NHS Executive) to process applications for full-length, diploma level, pre-registered nursing and midwifery programs at universities and colleges of higher education in England. This service is provided for nursing and midwifery admissions system as one of the small systems operated by the universities and colleges admissions service.

Oracle Student System

Oracle Student System is part of an integrated e-business suite of software modules that provide educational institutions with an integrated student information management system.

OSS

See *Oracle Student System*.

program of study

The course that a student is studying.

route B

A method by which applications are processed by UCAS. Route B applications are processed sequentially by institutions, only when one institution has rejected an application is it passed to the next institution. The default method is to process applications in parallel, with all applications made by an applicant being sent to institutions at the same time.

SLDD

See *Student with Learning Difficulties or Disabilities*.

Social Work Admission Service

A central agency acting on behalf of universities and colleges of higher education to process applications to post-graduate social work diploma courses. This service is provided for SWAS as one of the small systems operated by UCAS.

student return

HESA-defined return based on a student's total program of study leading to a qualification. It involves the completion of a single record for each student, setting out the student-related and programme-related data, including the modules the student studied.

student unit set attempt HESA details

Captures the student year of program enrollment data required by HESA that is not captured in the core student system.

Student with Learning Difficulties or Disabilities

Classifies programs provided only for students with learning difficulties and disabilities or provided as a result of an assessment that identifies if a student has learning difficulties or disabilities.

SWAS

See *Social Work Admission Service*.

three way mapping associations

A mapping defined in the Maintain HESA Code Mappings window between a UCAS reference code, an OSS code and a HESA code.

two way mapping associations

A mapping defined in the Maintain HESA Code Mappings window between either a UCAS reference code and an OSS code or between an OSS code and a HESA code.

UCAS

See *University and Colleges Admissions Service*.

UCAS tariff

A points score system devised by UCAS for entry to higher education institutions from 2002. Calculated from the entrance qualifications achieved by the applicant.

UK statistics student program attempt record

Captures the student program enrollment data required for reporting to HESA but not captured in the core student system.

unit-based approach

A method of calculating student full time equivalence based on the number of credit points that the student is enrolled in.

University and Colleges Admissions Service

UCAS is an organization in the United Kingdom providing a centralized admissions service to instructions for full-time undergraduate courses, Higher National Diplomas (HND), and university diplomas.

year of program

Programs of study within UK HE institutions are often structured as a number of years, with a student progressing from one year to the next. The years are referred to as year of programs. Within the Oracle Student System a year of program is implemented as a unit set attempt.

Index

C

conventions

- attach file, ix
- bold, viii
- Close Form command, ix
- graphics descriptions, ix
- note, viii
- query data, ix
- uppercase, viii
- warning symbol, viii

- processing applications, 4-16
- processing transactions, 4-19
- overview, 4-1

H

HESA

- capturing data, 3-3
 - applicant/student data, 3-6
 - reference data, 3-4
 - tariff and FTE, 3-9
- generating extracts, 3-11
 - defining submission and returns, 3-12
 - extracting returns, 3-14
- overview, 3-1

U

UCAS

- creating data for UCAS interaction, 4-3
 - application processing reference data, 4-10
 - small systems reference data, 4-6
 - UCAS program details, 4-8
 - UCAS reference data, 4-4
- managing applications, 4-12
 - entering applications, 4-13

