

**Oracle® Student System**

for the United Kingdom User Guide

Release 11*i*

**Part No. B13576-03**

July 2004

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

Part No. B13576-03

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# Contents

<b>Send Us Your Comments .....</b>	<b>xi</b>
<b>Preface.....</b>	<b>xiii</b>
How To Use This Guide .....	xiii
Documentation Accessibility .....	xiv
Other Information Sources .....	xiv
Training and Support.....	xix
Do Not Use Database Tools to Modify Oracle Applications Data .....	xx
About Oracle .....	xxi
<b>1 Introduction</b>	
1.1 Higher Education and Statistics Agency .....	1-2
1.2 Universities and Colleges Admissions Services .....	1-2
<b>2 Product Overview</b>	
2.1 Overview .....	2-1
2.2 Oracle Student System UK Features.....	2-1
2.2.1 Higher Education Statistics Agency Subsystem.....	2-2
2.2.2 Universities and Colleges Admissions Service Subsystem.....	2-2
2.2.3 UK Modifications to Oracle Student System .....	2-3
<b>3 Higher Education Statistics Agency</b>	
3.1 What's New In This Release .....	3-1
3.1.1 UCAS Tariff Calculation .....	3-2
3.1.1.1 Defining Multiple Tariff Calculation Definitions.....	3-2
3.1.1.2 Creating Quick Calculation Definitions .....	3-2
3.1.1.3 Excluding Qualifications from Tariff Calculations .....	3-2
3.1.1.4 Calculating Tariff Score.....	3-2
3.1.1.5 Calculating Tariff for an Individual Person.....	3-3

3.1.2	Student Instance Number .....	3-3
3.1.2.1	Importing Student Instance Numbers .....	3-3
3.1.2.2	Entering Student Instance Numbers .....	3-3
3.1.2.3	Pre-enrolling and Transferring Students.....	3-3
3.1.3	Generate Extract Process .....	3-4
3.1.3.1	Extracting Program Completion Data.....	3-4
3.1.3.2	Extracting Cost Center.....	3-4
3.1.3.3	Extracting Major Source of Funding .....	3-4
3.1.3.4	Extracting the FUNDCOMP Field .....	3-5
3.1.3.5	Meeting HESA Reporting Requirements for 2003/2004 Academic Session ..	3-5
3.1.3.6	Extracting from Term Records .....	3-5
3.1.4	Term Records .....	3-5
3.1.4.1	Calculating FTE .....	3-6
3.1.4.2	Identifying DLHE Survey Participants .....	3-6
3.1.5	New Business Views.....	3-6
3.2	HESA Overview.....	3-7
3.2.1	HESA Combined and Student/Module Returns .....	3-8
3.2.2	HESA Destination of Leavers Return .....	3-9
3.3	Recording Combined and Student/Module Returns Data .....	3-10
3.3.1	Recording HESA Applicant Data.....	3-11
3.3.1.1	Entering Basic Applicant HESA Details .....	3-11
3.3.1.2	Entering, Importing Applicant Qualifications .....	3-12
3.3.1.3	Entering Academic History .....	3-13
3.3.2	Recording HESA Student Program Data .....	3-13
3.3.2.1	Pre-enrolling Students.....	3-14
3.3.2.2	Entering HESA Student Program Attempt Details.....	3-14
3.3.2.3	Transferring Between Programs .....	3-17
3.3.2.4	Importing Student and Program Attempt Details .....	3-19
3.3.2.5	Identifying Errors in Student Details Import.....	3-20
3.3.3	Recording HESA Student Unit Set Data .....	3-21
3.3.3.1	Transferring Unit Sets and Units .....	3-21
3.3.3.2	Entering HESA Student Unit Set Attempt Details .....	3-23
3.3.3.3	Viewing YOP Enrolled Unit Set and Unit Details.....	3-25
3.4	Processing Combined and Student/Module Returns Data .....	3-26
3.4.1	Calculating UCAS Tariff .....	3-27

3.4.1.1	Creating a New Tariff Calculation Type .....	3-28
3.4.1.2	Mapping and Setting Default Awards for Tariff Levels .....	3-30
3.4.1.3	Creating an Award Hierarchy .....	3-31
3.4.1.4	Excluding Qualifications from a Tariff Level .....	3-31
3.4.1.5	Importing Qualifications from UCAS.....	3-32
3.4.1.6	Importing Qualifications from Legacy Systems.....	3-32
3.4.1.7	Entering Qualifications .....	3-33
3.4.1.8	Viewing and Calculating Individual UCAS Tariff.....	3-34
3.4.1.9	Viewing Calculated Internal Tariff.....	3-36
3.4.1.10	Calculating Group Tariff - Personal and HESA .....	3-37
3.4.1.11	Viewing Tariff Calculated for HESA .....	3-40
3.4.2	Calculating FTE .....	3-40
3.4.2.1	Maintaining FTE Calendars.....	3-42
3.4.2.2	Defining Data for FTE Calculation .....	3-44
3.4.2.3	Calculating Student FTE .....	3-45
3.5	Recording DLHE Data .....	3-49
3.5.1	Defining the DLHE Target Population .....	3-49
3.5.1.1	Defining DLHE User Return Classes .....	3-50
3.5.1.2	Defining Submission, Return and Qualifying Periods.....	3-50
3.5.1.3	Identifying Participants.....	3-51
3.5.2	Entering Destination of Leavers Data .....	3-54
3.5.2.1	Adding Participants to a Survey.....	3-54
3.5.2.2	Updating Participant Survey Records .....	3-54
3.5.2.3	Submitting Surveys.....	3-54
3.6	Setting Up HESA Submissions.....	3-56
3.6.1	Defining User Return Classes.....	3-56
3.6.1.1	Validating System Return Classes.....	3-57
3.6.1.2	Creating a New User Return Class.....	3-57
3.6.2	Defining Submissions .....	3-59
3.7	Producing HESA Returns .....	3-62
3.7.1	Generating and Updating HESA Data.....	3-62
3.7.1.1	Defining Extract Criteria .....	3-64
3.7.1.2	Generating and Monitoring the Return.....	3-67
3.7.1.3	Editing, Recalculating, and Regenerating the Return .....	3-67
3.7.1.4	Identifying Extraction Errors .....	3-69

3.7.2	Producing the Return for HESA Submission .....	3-69
3.7.2.1	Generating the Return Flat File .....	3-70
3.7.2.2	Marking Program Attempts .....	3-70
3.7.2.3	Preventing Re-runs of Returns within a Submission.....	3-71

## 4 Universities and Colleges Admissions Service

4.1	What's New In This Release .....	4-1
4.1.1	Improved Search.....	4-2
4.1.1.1	Retrieving a Group of UCAS Applications .....	4-2
4.1.2	Substitution .....	4-2
4.1.2.1	Checking for Substituted Choices.....	4-2
4.1.2.2	Displaying Lost Choices.....	4-3
4.1.2.3	Removing Access to Lost Choices .....	4-3
4.1.3	Admission Decisions.....	4-3
4.1.3.1	Building Conditions for UCAS Decisions .....	4-3
4.1.3.2	Amending Transactions in Self-Service .....	4-3
4.1.3.3	Choosing a Different Condition.....	4-4
4.1.3.4	Reviewing Amended Transactions .....	4-4
4.1.3.5	Validating Outcome Transactions .....	4-4
4.1.4	Academic History.....	4-4
4.1.4.1	Merging Previous Education with Academic History .....	4-5
4.1.4.2	Setting up Academic History for Import.....	4-5
4.1.4.3	Entering Previous Institution Details.....	4-5
4.1.4.4	Entering Qualification Results .....	4-5
4.1.5	Admission Process Category .....	4-5
4.1.5.1	Using Application Types to Derive APC Steps .....	4-5
4.2	UCAS Overview .....	4-5
4.3	Managing UCAS Admissions Cycles .....	4-7
4.3.1	Starting a New Admissions Cycle .....	4-8
4.3.2	Configuring Oracle Student System for a UCAS Cycle.....	4-8
4.4	Creating Data for UCAS Interaction.....	4-10
4.4.1	Importing UCAS Reference Data .....	4-11
4.4.1.1	Downloading Hercules Reference Data.....	4-11
4.4.1.2	Loading GTTR Degree Subjects .....	4-13
4.4.1.3	Loading Small Systems Institution Data.....	4-13

4.4.1.4	Loading Marvin Error Codes .....	4-14
4.4.2	Processing UCAS Data .....	4-16
4.4.2.1	Validating Data .....	4-16
4.4.2.2	Identifying Invalid Data.....	4-17
4.4.2.3	Cleaning Up Interface Table Data .....	4-18
4.4.3	Entering and Maintaining Reference Data .....	4-19
4.4.3.1	Maintaining Institution, Examination and School Data.....	4-19
4.4.3.2	Maintaining Your Institution Profile.....	4-21
4.4.3.3	Maintaining Reference Data .....	4-22
4.4.3.4	Exporting New Reference Data to UCAS.....	4-23
4.4.4	Maintaining UCAS Program Reference Data .....	4-24
4.4.4.1	Maintaining UCAS Program Details.....	4-25
4.4.4.2	Exporting Updated Program Details to UCAS.....	4-26
4.4.5	Maintaining Application Processing Reference Data .....	4-26
4.4.5.1	Setting Up Offer Conditions.....	4-27
4.4.5.2	Generating Test Transactions for Offer Conditions.....	4-28
4.4.5.3	Viewing Test Transaction Details.....	4-29
4.4.5.4	Exporting Offer Conditions to UCAS for Testing.....	4-30
4.4.5.5	Viewing the Offer Letter .....	4-30
4.4.5.6	Listing Offer Conditions Accepted by UCAS.....	4-30
4.5	Managing UCAS Applications .....	4-32
4.5.1	Importing UCAS Applications.....	4-33
4.5.1.1	Loading Applications using Marvin .....	4-34
4.5.1.2	Loading Applications using Hercules .....	4-34
4.5.2	Processing Imported Applications .....	4-35
4.5.2.1	Reviewing Applications in UCAS Tables.....	4-36
4.5.2.2	Viewing Imported References.....	4-36
4.5.2.3	Viewing Imported Personal Statements .....	4-36
4.5.2.4	Removing Wrong (*W) Applications.....	4-37
4.5.3	Exporting UCAS Applications to OSS .....	4-38
4.5.3.1	Exporting Applicant Data.....	4-39
4.5.3.2	Identifying Errors in Applicant Data Export .....	4-39
4.5.3.3	Exporting Applications .....	4-40
4.5.3.4	Checking Export Status of Applications.....	4-42
4.5.3.5	Viewing An Exported Application Choice .....	4-42

4.5.3.6	Identifying Applicant and Application Export Failures .....	4-42
4.5.3.7	Identifying Program Mapping Errors .....	4-45
4.5.4	Maintaining HESA Data.....	4-46
4.5.4.1	Recording Applicant Qualification Summary .....	4-47
4.5.4.2	Exporting Qualifications .....	4-48
4.5.4.3	Viewing Exported Qualifications .....	4-49
4.5.4.4	Exporting HESA Data.....	4-50
4.5.4.5	Updating Qualifications in OSS .....	4-51
4.5.4.6	Entering Applicant HESA Details .....	4-52
4.5.5	Processing UCAS Applications for Admission.....	4-53
4.5.5.1	Setting Up Small System Applications Processing .....	4-56
4.5.5.2	Finding a Single UCAS Application.....	4-56
4.5.5.3	Finding a Group of UCAS Applications.....	4-58
4.5.5.4	Tracking Application Requirements .....	4-59
4.5.5.5	Calculating Applicant Academic Index.....	4-59
4.5.5.6	Reviewing and Rating Credentials.....	4-59
4.5.5.7	Evaluating Applications.....	4-59
4.5.5.8	Screening and Interviewing Applicants .....	4-60
4.5.5.9	Offering or Denying Admission .....	4-60
4.5.5.10	Entering Admission Decisions .....	4-60
4.5.5.11	Offering Unit Sets.....	4-60
4.5.5.12	Offering Units .....	4-60
4.5.5.13	Importing Offer Response and Pre-enrolling .....	4-60
4.5.5.14	Reconsidering Applications.....	4-60
4.5.5.15	Offering Future Admission .....	4-60
4.5.6	Maintaining UCAS Transactions .....	4-61
4.5.6.1	Creating UCAS Transactions for an Application Choice .....	4-62
4.5.6.2	Generating a Marvin File for Export .....	4-64
4.5.6.3	Exporting Transactions to UCAS.....	4-65
4.5.6.4	Identifying Failures in Transaction Export .....	4-65
4.5.6.5	Importing UCAS Processed Transactions .....	4-66
4.5.6.6	Processing Imported UCAS Transactions .....	4-67
4.5.6.7	Viewing UCAS Progress in Application Processing.....	4-67
4.5.6.8	Viewing All Transactions for an Application .....	4-67
4.5.7	Managing Extra and Clearing Applications.....	4-69

4.5.7.1	Viewing UCAS Cycle Details for Application Processing .....	4-69
4.5.7.2	Entering an Application Inquiry.....	4-69
4.5.7.3	Processing Extra/Clearing Applications for Admission .....	4-71
4.5.7.4	Viewing Progress in Extra/Clearing Processing.....	4-71

## **A Concurrent Process Procedures**

A.1	Features and Components of a Concurrent Process .....	A-1
A.2	Using Concurrent Processes .....	A-2
A.2.1	Running a Concurrent Process in Immediate Mode.....	A-3
A.2.1.1	Running a Single Request .....	A-3
A.2.1.2	Running a Request Set.....	A-4
A.2.2	Scheduling a Concurrent Process .....	A-4
A.2.3	Finding and Reviewing a Submitted Request .....	A-5

## **Glossary**

## **Index**



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**Part No. B13576-03**

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

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# Preface

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

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

- The principles and customary practices of your business area.
- Oracle Receivables and Oracle Student System.

If you have never used Oracle Student System, Oracle suggests you attend one or more of the Oracle Student System training classes available through Oracle University.

- Oracle Self-Service Web Applications.

To learn more about Oracle Self-Service Web Applications, read the *Oracle Self-Service Web Applications Implementation Manual*.

- The 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.

## How To Use This Guide

The Oracle Student System for the United Kingdom User Guide contains the information you need to understand and use Oracle Student System. This guide contains four chapters:

- Chapter 1 provides an introduction to Oracle Student System for the United Kingdoms.
- Chapter 2 provides an overview of Oracle Student System for the United Kingdom.
- Chapter 3 describes the tasks that you need to perform in the Higher Education Statistical Agency (HESA) to collect information from publicly funded institutions of higher education in the United Kingdom.
- Chapter 4 describes the tasks that you can perform to manage admissions for prospective students in the United Kingdom.

## 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 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/>

### Accessibility of Code Examples in Documentation

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

## Other Information Sources

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

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

### Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **PDF Documentation**- See the Documentation CD provided with each release for current PDF documentation for your product. This Documentation CD is also available on *OracleMetaLink* and is updated frequently.
- **Online Help** - You can refer to Oracle iHelp for current HTML online help for your product. Oracle provides patchable online help, which you can apply to your system for updated implementation and end user documentation. No system downtime is required to apply online help.
- **11i Release Content Document** - Refer to the Release Content Document for new features listed release. The Release Content Document is available on *OracleMetaLink*.
- **About document** - Refer to the About document for patches that you have installed to learn about new documentation or documentation patches that you can download. The new About document is available on *OracleMetaLink*.

### **Related Guides**

Oracle Student System shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other guides when you set up and use Oracle Student System.

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

If you require printed guides, you can purchase them 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 (GUI). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes.

You can access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

## **Guides Related to This Product**

### **Oracle Student System Implementation and Administration Guide**

This guide describes provides setup information for Oracle Student System. Use this guide to set up values for codes, types, profile options, and institution information in Oracle Student System. This guide also provides information on integrations with other Oracle products and features.

### **Oracle Student System Open Interfaces User Guide**

The Oracle Student System Open Interfaces User Guide provides information on importing data into and transferring data within Oracle Student System. You can also export data from Oracle Student System to another Oracle application or third-party software for processing and then import the processed data into Oracle Student System.

### **Oracle Self–Service Web Applications Implementation Guide**

This manual contains detailed information about the overview and architecture and setup of Oracle Self–Service Web Applications. It also contains an overview of and procedures for using the Web Applications Dictionary.

This user guide also contains references to the following Oracle publications:

- Oracle Student System for the United Kingdom User Guide
- Using Oracle HRMS - The Fundamentals (US)
- Managing People Using Oracle US Federal HRMS
- Configuring, Reporting, and System Administration in Oracle HRMS
- Multiple Organizations in Oracle Applications
- Oracle Applications Desktop Integrator User’s Guide
- Oracle Marketing Implementation Guide
- Oracle Marketing User Guide
- Oracle Bill of Materials User’s Guide
- Oracle iPayment Implementation Guide
- Oracle Payables User Guide
- Oracle Receivables User Guide
- Oracle General Ledger User Guide

- Oracle Inventory User's Guide
- Oracle Telesales Implementation Guide

## **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 provides a useful first book to read before an installation of 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 and the Oracle technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

### **Upgrading Oracle Applications**

Refer to this guide if you are upgrading your 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. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

### **"About" Document**

For information about implementation and user documentation, instructions for applying patches, new and changed setup steps, and descriptions of software updates, refer to the "About" document for your product. "About" documents are available on Oracle *MetaLink* for most products starting with Release 11.5.8.

### **Maintaining Oracle Applications**

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need 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**

This guide provides planning and reference information for the Oracle Applications System Administrator. It 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 your Oracle Applications data.

### **Oracle Applications Developer's Guide**

This guide contains the coding standards followed by the Oracle Applications development staff and describes the Oracle Application Object Library components that are needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. This manual also provides information to help you build your custom Oracle Forms Developer forms so that the forms integrate with Oracle Applications.

### **Oracle Applications User Interface Standards for Forms-Based Products**

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

### **Other Implementation Documentation**

### **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 guide 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 you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on *OracleMetalink*

# **Training and Support**

## **Training**

Oracle offers a complete set of training courses to help you and your staff master Oracle Student System and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many education centers, you can arrange for our trainers to teach at your facility, or you can use 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 your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

## **Support**

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Student System working for you. This team includes your technical representative, account manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

## **OracleMetaLink**

OracleMetaLink is your self-service support connection with web, telephone menu, and e-mail alternatives. Oracle supplies these technologies for your convenience, available 24 hours a day, 7 days a week. With OracleMetaLink, you can obtain information and advice from technical libraries and forums, download patches, download the latest documentation, look at bug details, and create or update TARs. To use MetaLink, register at (<http://metalink.oracle.com>).

**Alerts:** You should check OracleMetaLink alerts before you begin to install or upgrade any of your Oracle Applications. Navigate to the Alerts page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade/Alerts.

**Self-Service Toolkit:** You may also find information by navigating to the Self-Service Toolkit page as follows: Technical Libraries/ERP Applications/Applications Installation and Upgrade.

## **Do Not Use Database Tools to Modify Oracle Applications Data**

*Oracle STRONGLY RECOMMENDS that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.*

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

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

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.

## About Oracle

Oracle 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, allowing 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 applications products, along with related consulting, education, and support services, in over 145 countries around the world.



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# Introduction

The *Oracle Student System for the United Kingdom User 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, you must follow the steps in the order in which they are written. Prerequisites 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
- Navigation
- Steps
- Guidelines or Additional Notes

Guidelines and Additional Notes provide additional information required to perform the task.

The user login or responsibility required to perform the tasks is **Oracle Student System Super User**.

**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.

The book has a Concurrent Processes Procedure appendix that explains how to run concurrent processes from the concurrent manager.

## **1.1 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.

## **1.2 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.

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# Product Overview

Oracle Student System is a central management solution for institutions of higher education. It combines the functions and processes of individual departments into a single software application, allowing for increased automation and productivity gains.

This chapter details the following topics:

- Overview
- Oracle Student System UK Features

## 2.1 Overview

Oracle Student System covers institutional processes and functions, including admissions and enrollments, fee assessment and financial aid, grading and examinations, graduation, and statistical reporting. You can maintain student information from an initial informational inquiry through program completion and graduation. This application provides an enterprise backbone that uses self-service, workflow, and automation to give users easy access to important records, information, and services.

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

## 2.2 Oracle Student System UK Features

Oracle Student System for UK contains the following:

- Higher Education Statistics Agency Subsystem
- Universities and Colleges Admissions Service Subsystem

- UK Modifications to Oracle Student System

## 2.2.1 Higher Education Statistics Agency Subsystem

The Higher Education Statistical Agency (HESA) subsystem captures necessary data and generates HESA return files in the required format. To enable submission of student-based statistical returns to HESA, administrators must complete the required setup.

The HESA subsystem allows you to perform the following tasks:

- Define Oracle Student System reference codes
- Define and maintain mapping between Oracle Student System and HESA codes
- Define and maintain FTE calendars
- Calculate student full-time equivalence
- Enter and maintain qualification details, manually
- Capture student- and program-based information for HESA
- Calculate UCAS tariffs
- Identify target population for Destination of Leavers of Higher Education (DLHE) surveys
- Collect information for DLHE surveys
- Define user return classes based on provided system return classes
- Define, generate, and maintain HESA returns
- Export HESA data from the UCAS interface to Oracle Student System
- Generate return files for submission to HESA
- Process student based combined and student/module returns for July 2004 HESA reporting as specified by HESA and HEFCE

## 2.2.2 Universities and Colleges Admissions Service Subsystem

The primary task of the Universities and Colleges Admissions Service (UCAS) interface in Oracle Student System is to process applications from UCAS. This includes the related transaction processing and reporting.

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.

The UCAS interface allows users to perform the following actions:

- Import and maintain reference and 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 Admission subsystem
- Record candidate clearing details
- Export transactions, program alterations, and institution-specific offer codes to UCAS
- Delete records of applicants who withdraw from the UCAS admission process

### 2.2.3 UK Modifications to Oracle Student System

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

The following subsystems are modified for UK users:

- Program Structure and Planning
- Person Reference
- Admission
- Enrollments

Oracle Student System is also modified to enable the *year of program* functionality because program completion in the United Kingdom is tracked on the basis of the number of years a student has completed from the total duration of the program. Though this functionality was originally developed for the United Kingdom, it is also available as part of Oracle Student System for other countries, including the United States.



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## Higher Education Statistics Agency

The Higher Education Statistical Agency (HESA) collects information from publicly funded institutions of higher education in the United Kingdom, and uses this to produce a wide range of statistics for statutory customers.

Oracle Student System allows institutions to produce the individualized Student and the Destination of Leavers (DLHE) returns. See the HESA Overview for more information.

This chapter details the following topics:

- What's New In This Release
- HESA Overview
- Recording Combined and Student/Module Returns Data
- Processing Combined and Student/Module Returns Data
- Recording DLHE Data
- Setting Up HESA Submissions
- Producing HESA Returns

Unless otherwise noted, the required responsibility for performing the above tasks is **Oracle Student System Super User**.

### 3.1 What's New In This Release

In this release, Oracle Student System for the United Kingdom has the following new and modified features:

- UCAS Tariff Calculation
- Student Instance Number

- Generate Extract Process
- Term Records
- New Business Views

## 3.1.1 UCAS Tariff Calculation

### 3.1.1.1 Defining Multiple Tariff Calculation Definitions

It is now possible to define multiple tariff calculation definitions for different purposes. For example, you can define a calculation to verify if applicants have met tariff point based conditional offers, and a different calculation for HESA reporting. You can now also specify whether lower level qualifications within an award hierarchy should be reported within the tariff breakdown.

### 3.1.1.2 Creating Quick Calculation Definitions

Use the new **Copy** button feature in the UCAS Tariff Calculation Setup window to copy an existing calculation definition and make minor modifications to create a new definition quickly.

### 3.1.1.3 Excluding Qualifications from Tariff Calculations

You can now exclude qualifications from a tariff calculation in the new Exclude Qualifications tab of the UCAS Tariff Calculation Setup window. For example, when making conditional offers, you can exclude qualifications in a particular subject such as general studies. Similarly, you can exclude qualifications at a particular level such as key skills.

You must exclude either

- an award, or
- a subject, or
- the combination of an award in a specified subject

### 3.1.1.4 Calculating Tariff Score

You can now use the Calculate UCAS Tariff concurrent process to calculate the UCAS tariff for the person and for the student program attempt. For example a tariff score can be calculated from the applicant's qualifications and stored before they are admitted to a program and have a student program attempt record. The

tariff score stored against the student program attempt is the score that is reported to HESA.

### **3.1.1.5 Calculating Tariff for an Individual Person**

The tariff score for an individual person can be calculated from the UCAS Tariff tab of the Qualification Details window. You can now define a tariff calculation type for a person, calculate the tariff, view the results, and recalculate a tariff post changes in qualifications in the UCAS Tariff tab of the Qualification Details window.

## **3.1.2 Student Instance Number**

The HESA student and combined returns include the student instance number field - known as NUMHUS. The combination of HUSID + INSTID + NUMHUS forms a unique identifier for the student in the program. The NUMHUS should remain constant for the student in a particular program or in a different program which is considered continuous study while reporting to HESA.

### **3.1.2.1 Importing Student Instance Numbers**

Universities implementing Oracle Student System must import the student instance numbers used for existing students from their legacy systems. Some universities may use alphanumeric student instance numbers. You can now import alphanumeric legacy student instance numbers into Oracle Student System using the Import HESA Student Details concurrent process.

For more information, see the HESA Data Import chapter in the *Oracle Student System Open Interfaces User Guide*.

### **3.1.2.2 Entering Student Instance Numbers**

You can now enter an alphanumeric student instance number in the Student Program Attempt tab of the UK Statistics window.

### **3.1.2.3 Pre-enrolling and Transferring Students**

When a student is pre-enrolled or transfers to a new program, a student instance number is generated. The process is amended to cope with the alpha-numeric student instance numbers.

If a numeric student instance number is imported using the legacy data import process when the student is pre-enrolled in a new program, or transfers to a new program, the student instance number is incremented.

If the student subsequently transfers to a new program, which results in a new student instance number being generated, or is enrolled in a new program, a numeric student instance number is generated.

If all the student instance numbers for the student are alphanumeric, then the new student instance number generated will be 1. If all the student instance numbers for the student are numeric, the new student instance number will be the maximum student instance number for the student incremented by 1.

### **3.1.3 Generate Extract Process**

#### **3.1.3.1 Extracting Program Completion Data**

In line with the enhancements to the program completion processing, the Generate Extract job now checks for qualifications, awards, grades, and graduation conferral dates in student program attempt records and not in the graduation records.

To derive the HESA classification value or CLASS, the extraction process checks for the award grading schema and grade mapped in the OSS\_HESA\_CLASS\_ASSOC code association. If a student has more than one classified award, it returns the lowest HESA classification code.

#### **3.1.3.2 Extracting Cost Center**

The HESA cost center/subject split of students, especially research students, who may be enrolled on fairly generic programs tends to vary by student, or student year of program. The cost center/ subject split can now be recorded at the student program attempt and student unit set attempt level.

The Generate Extract concurrent process now checks the cost center/subject split at the different levels to derive the correct values for the HESA cost center/subject/proportion fields.

#### **3.1.3.3 Extracting Major Source of Funding**

The Generate Extract job now checks for the funding source restriction at both the program offering option unit set and program levels to derive the correct values for the HESA major source of funding.

A major source of funding given for the program offering option unit set overrides the default funding source given for the program.

### 3.1.3.4 Extracting the FUNDCOMP Field

The Generate Extract job has been amended to derive the FUNDCOMP field, field 155 in the combined return, field 140 in the student return in accordance with the revised definition from HESSES. The derivation has been amended to consider the value of the HESA FUNDCOMP, SPCSTU, MODE, NOTACT and TYPEYR fields. Mappings are provided to allow users to define the value of the FUNDCOMP field dependent on the values of these other HESA fields.

### 3.1.3.5 Meeting HESA Reporting Requirements for 2003/2004 Academic Session

To meet the requirements defined by HESA for the 2003/04 reporting, the following changes have been made to the derivation process:

- VLEVEL - field 51 of the Combined and Student Return is no longer derived.
- AEAN/AENTS - fields 196 and 197 of the Combined return and 181, 182 of the student return are derived and reported to HESA.
- ETHNIC - field 14 of the Combined and Student return can now be derived for all students, not just Home domiciled students.
- DHREGREF - field 171 of the Combined Return and 156 of the Student return - this field is derived for all students QUALAIM of 15, 18 or 33 and REGBODY of 06 or 07. The default value of 99999999 is returned when a value does not exist for a student with QUALAIM of 18 or 33.
- UCASNUM - field 148 of the Combined Return and 133 of the Student return is now derived irrespective of the value of the HESA MODE.

### 3.1.3.6 Extracting from Term Records

The Generate Extract job now extracts attendance, program offering option information, and fee category data from the latest program attempt term-based record that falls in the HESA reporting period, rather than from the student program attempt. Exceptions to this are intermitted students who have no term records.

For a continuing student, the Generate Extract job considers the term record of the term that falls in the HESA reporting period. For leavers, the job considers the term record where the leaving date falls in the term and HESA reporting period.

## 3.1.4 Term Records

You can now maintain student term records for the terms in a student program attempt.

### 3.1.4.1 Calculating FTE

The Calculate Student Full Time Equivalence concurrent process now retrieves attendance and program offering option information from the latest program attempt term-based record that falls within the FTE calculation period, rather than from the student program attempt.

### 3.1.4.2 Identifying DLHE Survey Participants

The Identify HESA DLHE Target Population concurrent process uses attendance data to determine survey participants. The concurrent process now retrieves the attendance information from the term record that was in effect when the student left.

## 3.1.5 New Business Views

You can now use the following new base and full business views to write your own queries on HESA data:

- IGS\_HE\_ST\_PROG\_ALL and IGSFV\_PROGRAM\_UK\_STATISTICS for UK statistics program details
- IGS\_HE\_ST\_PROG\_CC and IGSFV\_PRG\_UK\_STAT\_COST\_CENTERS for UK statistics program cost center details
- IGS\_HE\_POOUS\_ALL and IGSFV\_UK\_PRG\_OFR\_OPT\_UNIT\_SETS for program offering option unit set attempt HESA details
- IGS\_HE\_POOUS\_CC\_ALL and IGSFV\_PRG\_OFR\_OPT\_COST\_CENTERS for program offering option HESA cost center details
- IGS\_HE\_POOUS\_OU\_ALL and IGSFV\_UK\_PRG\_OFR\_OPT\_ORG\_UNITS for program offering option HESA organization details
- IGS\_HE\_ST\_UNT\_VS\_ALL and IGSFV\_UNIT\_UK\_STATISTICS for UK statistics unit details
- IGS\_HE\_ST\_UV\_CC\_ALL and IGSFV\_UNIT\_STAT\_COST\_CENTERS for UK statistics unit cost center details
- IGS\_HE\_EX\_RN\_DAT\_LN and IGSFV\_HESA\_EXT\_RUN\_DAT\_LINES for the student instances included in a HESA return.
- IGS\_HE\_EX\_RN\_DAT\_FD and IGSFV\_HESA\_EXT\_RUN\_DAT\_FIELDS for the HESA field information for a student instance within a HESA return

## 3.2 HESA Overview

Oracle Student System provides a HESA subsystem to capture data required to generate returns for submission to the Higher Education Statistical Agency (HESA). HESA requests that universities provide information about students, at the point of entry, during their period of study, and after they graduate and move away. This information is derived from student, program, unit and destination of leavers records by the HESA extraction process.

The individualized student returns supported by Oracle Student System are the Combined Return and the Student and Module return. The combined return considers a student's total program of study leading to a qualification, and involves the completion of a single record for each student instance. See HESA Combined and Student/Module Returns.

The student and module return recognizes the increasing trend towards modularity and presents student and module data separately. Fields 1-84 and 148-205/133-191 of the combined record and student record are common to the two structures. The student return includes one record for each student instance, and the module return includes one record for each module/unit that the students reported in the student return are enrolled in.

Your institution can decide which of these returns to submit, and can submit your records for different groups of students under different returns.

**Note:** A university can make only one submission for a return type for a single HESA reporting period

The destination of leavers return supplements the student returns. The DLHE return includes information on what students who complete their studies, and research-council-funded Ph.D. students whose funding is completed, go on to do. See HESA Destination of Leavers Return.

Administrators select the type of return to be generated, the fields to be included in the return, the HESA reporting period for each submission, and the criteria that the extraction process uses when identifying the records to be included in the return.

The return can be a subset of the HESA submission fields. The extraction process identifies the records to be included in the return, mapping the derived Oracle Student System codes to HESA codes, and saves the values to the database.

Administrators can review these records, enter field override values, add or exclude records, and recalculate records or regenerate the return for a different set of records. When a return is ready for validation using the HESA validation kit, or for submission, the HESA flat file is created from the HESA return data held in the

database. The flat file is validated locally using the HESA validation kit. The administrator producing the HESA return analyses the validation errors, corrects the data used to derive the HESA return fields within Oracle Student System, and then regenerates the return. When the validation kit reports no errors, the file is submitted to HESA. A university can also use the information retained in the database for internal reporting and analysis.

### 3.2.1 HESA Combined and Student/Module Returns

The HESA student return submissions include information about students, their entry qualifications and UCAS Tariff, programs, year of program and unit enrollment including progression, funding, awards and student full-time equivalence (FTE).

The Oracle Student System HESA solution can be set up to use institution-defined codes which are mapped to the valid HESA-defined codes when the return is produced from Oracle Student System. For more information on setting up user-defined codes and mapping these to the valid HESA field values see the HESA chapter in the *Oracle Student System Implementation and Administration Guide*.

The HESA subsystem provides windows at the program, year of program, and unit levels to collect HESA specific program information. See the Program Structure and Planning chapter of the *Oracle Student System Implementation and Administration Guide* for information on setting up the HESA specific program information. Windows are available at the applicant, student program attempt, and student year of program levels to collect HESA specific student data. Any data captured at the student year program level overrides data held at the year of program level. Data captured at the student program level overrides the values recorded for the program.

A record within a HESA combined or student return is uniquely identified by the combination of the student HESA identifier, the HUSID, and the student instance number, the NUMHUS. HESA uses the student identifier and instance number to link records received in different HESA reporting periods for trend analysis. The Oracle Student System HESA solution generates both the HUSID and the student instance number in accordance with the rules defined by HESA.

If a student transfers between programs at the same qualification aim, only one record for the program transferred into, is required to be reported to HESA. This record should have the same student instance number as the program out of which the student transferred. If the student transfers to a program at a different qualification aim, a new student instance number should be assigned except when the two programs are considered continuous periods of study, e.g. the transfer from

the second year of an Higher National Diploma to a Degree Program, or from an M.Phil. to a Ph.D. HESA states that if the NUMHUS does not change when a student transfers between two programs, then the commencement date and information collected at the point of entry, e.g. domicile, postcode reported for the new program should be the same as that reported previously for the original program. This requirement is accommodated for by the Oracle Student System HESA solution.

The HESA subsystem also provides processes to calculate full time equivalence and UCAS Tariff from available data on students.

### **3.2.2 HESA Destination of Leavers Return**

HESA requires that all Higher Education institutions in the UK submit an annual return on the destination of their graduating students as a supplement to the Student Record. This return records the employment situation of participants and, if they are continuing to study, details of their new program. The survey also includes research students whose research council funding has ended.

In order to capture the destination information of graduate participants, HESA has identified two separate qualifying periods with separate census dates. Students completing their studies between 1st August and 31st December have a census date the following April. Students completing between 1st January and 31st July have a census date the following January. Although the two groups are surveyed at different times, both groups are included in a single annual return to HESA in March following the January census date.

This information is obtained through a comprehensive survey conducted on a census date approximately six months after completion of studies for graduates and fifteen months from the end of their funded study for research students. Institutions can choose how to conduct the survey. The survey can be a paper questionnaire, designed by HESA, that is mailed to former students. Participants may also complete the survey online, or administrators may conduct a telephone survey. If the participants complete and return a paper questionnaire, the administrators record the responses online. Oracle Student System provides self-service pages to capture the information online.

For the survey, the institution must identify participants who comprise the Destination of Leavers of Higher Education (DLHE) target population. Participants may have been part-time or full-time students that have completed their studies or research students for whom funding by one of the UK Research Councils is completed.

### 3.3 Recording Combined and Student/Module Returns Data

Information for the HESA Combined and Student/Module returns includes data on applicants, on the programs attempted, and on enrolled unit sets and units in a year of program.

The recording HESA student and module data comprises:

- Recording HESA Applicant Data
- Recording HESA Student Program Data
- Recording HESA Student Unit Set Data

Before recording HESA-specific data, HESA reference data must be defined. The HESA program, year of program, applicant, student, student program attempt and student year of program data are captured using institution-defined Oracle Student System reference codes.

The file submitted to HESA consists of HESA-defined codes. 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, UCAS reference data must be either imported from UCAS or defined manually.

The year of program functionality including the sequence of unit sets for progressing from one year to the next must also be defined. Data relating to year of program required for reporting to HESA can be recorded at both the program and year of program level. Values entered at the year of program level override the program level values. Data must be entered for each year of program for a valid student combined HESA extraction to be produced.

Administrators define HESA details at the program, unit set and unit levels. Deselect the Use Program for Calculation check box in the Program tab of the UK Statistics window to derive HESA information for a HESA combined return from unit enrollment details. This includes other institutions providing teaching, the proportion not taught by this institution, the number of credit points obtained, the cost center, and subject code apportionment. For more information, see the Setting up UK Statistics Section of the Program Structure and Planning chapter in the *Oracle Student System Implementation and Administration Guide*.

For information on setting up HESA reference codes, importing UCAS reference data, mapping HESA reference codes and Oracle Student System reference codes, see the HESA and UCAS chapters in the *Oracle Student System Implementation and Administration Guide*.

For information on setting up year of program HESA details, and Oracle Student System reference data for recording program, unit set and unit HESA data, see the Program Structure and Planning chapter in the *Oracle Student System Implementation and Administration Guide*.

Administrators record HESA specific data on program, year of program, and units. A student must be admitted in a program for HESA student program attempt and student year of program data to be recorded.

You can choose to 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.

For information on importing data from UCAS \*J files, see HESA Data Import Process in the *Oracle Student System Open Interfaces User Guide*.

For information on importing the UCAS Marvin \*H transactions and the Hercules ivstarH view from UCAS to Oracle Student System see UCAS chapter of this guide.

### **3.3.1 Recording HESA Applicant Data**

After setting up reference data required to maintain HESA details and generate statistical returns, administrators can record HESA data for applicants. You can manually enter this data or import it from UCAS and then maintain it manually. For information on importing from UCAS, see Exporting UCAS Applications to OSS in the UCAS chapter of this guide.

Applicant information includes social class, domicile, parental occupation, qualifications achieved, and institution previously attended. This information is copied to the student program attempt UK statistics record at the point of entry through pre-enrollment or can be entered manually later.

Recording HESA applicant data involves:

- Entering Basic Applicant HESA Details
- Entering, Importing Applicant Qualifications
- Entering Academic History

#### **3.3.1.1 Entering Basic Applicant HESA Details**

Use the HESA Admission Details window to enter the domicile, parental occupation code, and social class of the applicant at the time of application. This can

be populated from Marvin \*H transactions and Hercules ivstarH view for entrants admitted through UCAS. Enter also the HESA special student indicator, identifying, for example, an exchange student.

### **Prerequisites**

Values must be defined for the Oracle Student System codes of domicile (OSS\_DOM), occupation (OSS\_OCC), social class (OSS\_SOC), and special student (OSS\_SPEC\_STUD).

### **Navigation**

**Admission > Direct Admission > Open Application > More > More > HESA Admission**

### **Steps**

1. Query a UCAS applicant in the Direct Admission window. Select the required application and click **Open Application**.
2. In the Applications window, click **More** twice, and then click **HESA Admission**
3. In the HESA Admission Details window, enter the domicile, occupation, social class and special student category of the applicant.
4. Save your work.
5. Click **Back** to return to the Applications window. This closes the HESA Admission Details window without saving.

#### **3.3.1.2 Entering, Importing Applicant Qualifications**

Use the Qualification Details window to enter qualifications of an individual UCAS applicant. For more information, see Entering Qualifications.

Run the Qualification Details Import Process to import qualification details of UCAS applicants from UCAS. For more information, see Importing Qualifications from UCAS.

**Note:** The qualification details are used to calculate the highest qualification on entry (field 21 of a Student and Combined return) and the UCAS tariff (fields 159-183 of a Student return, fields 174-198 of a Combined return).

### 3.3.1.3 Entering Academic History

Use the Academic History Details window to view the previous institution attended by an applicant. For UCAS applicants this can be imported from UCAS, for other applicants this can be maintained manually.

In this window, enter or update attendance details which include the institution that the applicant studied at, the start and end dates of study, and if not completed, the expected end date of study.

**Note:** The academic history details are used to derive the HESA previous institution attended (field 169 of the Combined return, field 154 of the Student return) and the year that the student left the last institution (field 19 of the Student and Combined returns).

For more information, see the Admissions chapter, Maintain Academic History Details in the *Oracle Student System User Guide*.

## 3.3.2 Recording HESA Student Program Data

Oracle Student System automatically creates a UK statistics student program attempt record when pre-enrollment creates a student program attempt record. Administrators can then maintain the student program attempt UK statistics and year of program HESA details. The data can be entered manually, or can be updated by importing data supplied by UCAS.

Additional information for a student enrolled in 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.

Administrators can also import HESA student program attempt details from legacy systems. For more information, see the HESA Import chapter in the *Oracle Student System Open Interfaces User Guide*.

Entering HESA student program data involves:

- Pre-enrolling Students
- Entering HESA Student Program Attempt Details
- Transferring Between Programs
- Importing Student and Program Attempt Details

- Identifying Errors in Student Details Import

### 3.3.2.1 Pre-enrolling Students

When students are pre-enrolled in their program of study, the student program attempt UK statistics and year of program HESA details records are created. The student program attempt UK statistics record is populated with the:

- Student instance number. If all the student instance numbers for the student program attempts are alphanumeric, the student instance number of the new student program attempt is set to 1. Otherwise the student instance number assigned to the new student program attempt is the maximum student instance number for the student incremented by 1.
- Postcode - the postcode of the student's home address
- Domicile
- Occupation code
- Social Class
- Special Student indicator

Domicile, occupation code, social class and special student indicator are copied from HESA Admissions details for the applicant.

When the batch pre-enrollment process is used to enroll the students in the next year of program, some fields are copied from the current year of program HESA details to the new student unit set attempt HESA details.

- The disability allowance, SLDD discrete provision, additional support band, major source of tuition fees and fee eligibility are always copied
- Type of year, FTE calculation type, FTE intensity, franchising activity, fee band and fundability are copied only when the field has the same value at the program offering option HESA details for both year of program records

For more information on pre-enrolling, see the Enrollments chapter in the *Oracle Student System User Guide*.

### 3.3.2.2 Entering HESA Student Program Attempt Details

Use the UK Statistics window to enter HESA details for the program attempt. These include qualification aims and subjects, National Health Service (NHS) information, and University for Industry (UFI) place.

If the program attempt is for a teacher training program, enter additional Initial Teacher Training (ITT) details.

### **Prerequisites**

An applicant must have accepted an offer, and pre-enrollment must have created an unconfirmed student program attempt record.

Fields of study must be defined.

Program awards must be defined

Values must be defined for the Oracle Student System codes of destination (OSS\_DEST), student marker (OSS\_FESTUMK), NHS employer (OSS\_NHS\_EMPLOYER), NHS funding source (OSS\_NHS\_FUSRC), university for industry place (OSS\_UFI\_PLACE), qualification aim proportion (OSS\_PROPORTION), and cost centers (OSS\_COSTCN).

For teacher training programs, additional values must be defined for the Oracle Student System codes of teacher training programs (OSS\_TTCID), IIT phase or scope (OSS\_ITTPHSC), IIT outcome (OSS\_OUTCOME), IIT bilingual marker values (OSS\_BITTM), and teaching qualification sector (OSS\_TQSEC).

### **Navigation**

**Enrollments > Student Enrollments > Program Attempts > UK Statistics**

### **Steps**

1. Query the Student details in the Student Enrollments window and click Program Attempts.
2. In the Student Program Attempt window, click UK Statistics.
3. In the Student Program Attempt tab of the UK Statistics window, overwrite if necessary the student instance number generated when a student program attempt is created through pre-enrollment. If the student instance number field is not populated because the student was directly enrolled on the program, enter the student instance number.

Enter the appropriate further education student marker for the funding council level, whether the student has received designated University for Industry (UFI) funding, source of NHS funding, and details of supporting NHS employer.

Enter the date first enrolled in program, postcode of home address, social class, parental occupation, and country of residence at the time of enrollment in the

program. Enter the qualification aim, further education (FE) qualification aim, subject of qualification aims and proportion, and return type.

**Note:** Return type values are seeded and indicate the HESA reduced return types supported by Oracle Student System.

Select the check boxes that apply to the student identification numbers to be reported in the return. For information on the check boxes see the Additional Notes below.

4. If the student is doing a teacher training program, enter in the Student Program Attempt Teacher Training tab the relevant Initial Teacher Training (ITT) age range or scope, if the qualification leads to a qualified teacher status award (QTA), and if the program leads to bilingual teaching qualification.

If the student has been awarded a teaching qualification, enter for it the appropriate education sector and the subjects of the qualification gained.

5. Save your work.
6. In the Student Program Attempt UCAS Tariff tab, view the UCAS Tariff details and the derived highest qualification on entry if tariff has been calculated.

For more information on tariffs, see [Calculating UCAS Tariff](#).

7. In the Student Program Attempt Cost Center tab, select the cost center, the cost center subject, and enter the proportion that this cost center contributes to the program attempt.

**Note:** The sum of the proportions entered must equal 100.

8. Save your work.

### **Additional Notes**

In the UK Statistics window, Student Program Attempt tab, there are several check boxes in the Associate region. These are:

- UCAS Number - select to report existing UCAS number to HESA
- Scottish Candidate - select to report associate Scottish candidate number to HESA
- Teacher Reference Number - select to report existing teacher reference number to HESA
- NHS Registration Number - select to report NHS registration number to HESA

Enter the Student FE Marker only if you want to override the value derived by the Generate HESA extract process.

Complete the Commencement Date only if the commencement date to be reported to HESA is different from the student program attempt commencement date.

Complete the General Qualification Aim only if the student is not studying towards a standard award for the program.

Enter the FE Qualification Aim only for FE students who are not studying towards a standard award for the program

Enter the Qualification Aim Subject 1-3 and Proportion only if the program fields of study are not applicable to the student, as may be the case if the student is enrolled in a generic program.

Enter the Source of NHS Funding only if the value recorded in the Program tab of the UK Statistics window does not apply to the student.

Enter the Return Type only if a reduced return is being generated for students in low credit bearing programs, FE students, visiting and exchange students, dormant students, or for students studying wholly overseas.

Enter the domicile, postcode, social class, and occupation code if these were not provided by UCAS.

If submitting a return for an English or Welsh institution, enter the ITT Phase/Scope if the value recorded in the Program tab of the UK Statistics window does not apply to the student.

If submitting a return for a Scottish, Northern Irish or Welsh institution, enter the Bilingual ITT Marker if the value recorded in the Program tab of the UK Statistics window does not apply to the student. Enter also the Destination field in the Student Program Attempt tab which will be used to derive the DESTIN field (field 156 of the Combined return, field 141 of the Student return). This is only completed by institutions in Wales for FE students and indicates what the students are going on to do next.

### **3.3.2.3 Transferring Between Programs**

The program transfer process must meet the HESA requirement that when transferring between programs with the same qualification aim, or between programs which are considered continuous study, the following are reported to HESA unchanged:

- Student instance number

- Highest qualification on entry
- Program commencement date
- New entrant to HE
- UCAS number

Programs are considered to be continuous study if the program being transferred from, and the program being transferred to, are both members of the same program group with system program group type of CONTINUOUS.

If the programs being transferred from and the program being transferred to do not have the same HESA qualification aim and are not considered to be continuous study, then a new student instance number is generated and no data is copied from the old program to the new program.

If all student instance numbers of a student are alpha-numeric when the student transfers to a new program, the student instance number for the new program is set to 1. If the student has one or more numeric student instance numbers, the student instance number of the new program is set to the maximum student instance number incremented by 1.

**Note:** The transfer process does not generate a new student instance number if a student transfers between programs with the same qualification aim or programs with different awards or qualification aim that are considered continuous study.

When creating the student program attempt UK statistics records for the program being transferred into, all fields are copied from the program begin transferred from except:

- ITT phase scope
- Outcome of ITT program
- Bilingual ITT marker
- Destination
- Teaching qualification gained sector, subject 1, subject 2 and subject 3
- Cost center splits

Date of commencement, FE student marker, domicile, postcode, special student indicator, social class, occupation, OCCCODE, general qualification aim, FE qualification aim, source of NHS funding, highest qualification of entry, subject of qualification aim 1- 3, total UCAS tariff, subject of qualification aim proportion and the UCAS tariff are copied if HESA qualification aim of the two programs is the same or the programs are considered to be continuous study

Teacher training program identifier is copied if the HESA qualification aim of both the programs is either 12, 13 or 20.

For information on the transfer of unit sets and units between programs, see *Transferring Unit Sets and Units*.

### **3.3.2.4 Importing Student and Program Attempt Details**

UCAS provides applicant data required to be reported to HESA. This can be imported into Oracle Student System to update the person and program attempt details.

Run the Import Student HESA Details Process concurrent process to import HESA person and program attempt details from interface tables into Oracle Student System HESA tables.

#### **Prerequisites**

Interface and batch tables must only be populated with data using the same HESA codes as those from UCAS. You can choose which data to import based on whether the data supplied by UCAS is likely to be more up to date and accurate than the data already captured in Oracle Student System. For example, if as part of the annual registration process, you ask students to review and correct data used for equal opportunity monitoring, you may decide that the information you hold is more accurate than the data supplied by UCAS, in which case you would not populate these fields in the interface table.

For information on the validations performed during loading and importing, see HESA Data Import in the *Oracle Student System Open Interfaces User Guide*.

#### **Navigation**

**Requests > Concurrent Manager > Requests > Run (Single Request) > Import HESA Student Details Process**

#### **Steps**

1. Run the Import Student HESA Details Process concurrent process.

For information on running a concurrent process, see *Concurrent Process Procedures*.

2. To set the parameters, refer to the following table.

The following table describes the Import Student HESA Details Process concurrent process parameters:

**Table 3–1 Import Student HESA Details Process Concurrent Process Parameters**

<b>Parameter</b>	<b>Description</b>
Batch Identifier	You must select the interface table batch identifier of which the process must import the HESA student details.
Import Person Details	Leave the default Yes selected to import person details. Select No to exclude person details from the import.
Import Student Program Attempt Details	Leave the default Yes selected to import student program attempt details. Select No if the concurrent process must not import student program attempt details.

3. Apply the parameters and submit the request.

**Note:** The process uses the default Oracle Student System award mapped to a tariff level for the UCAS tariff calculation defined for external reporting, in the UCAS Tariff Calculation Setup window to import student UCAS tariff details.

### 3.3.2.5 Identifying Errors in Student Details Import

The Import HESA Details Process concurrent process automatically runs the error report. You can also run the Import HESA Student Details Error Report - Landscape concurrent process from the concurrent manager to check for errors in the import of HESA student details.

#### Prerequisites

The Import Student HESA Details Process concurrent process must be run to import HESA person and program attempt details from interface tables to Oracle Student System tables for the given batch.

#### Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > Import HESA Student Details Error Report - Landscape**

#### Steps

1. Run the Import HESA Student Details Error Report - Landscape concurrent process.

For information on running a concurrent process, see Concurrent Process Procedures.

2. To set the parameters, refer to the following table.

The following table describes the Import HESA Student Details Error Report - Landscape concurrent process parameters:

**Table 3–2 Import HESA Student Details Error Report - Landscape Concurrent Process Parameters**

Parameter	Description
Batch Identifier	You must select the interface table batch identifier for which student and student program attempt details have been imported and errors found.

3. Apply the parameters and submit the request.

### 3.3.3 Recording HESA Student Unit Set Data

The HESA Student and Combined returns include data specific to a student's enrollment in a year of program. A HESA student unit set attempt record is created for the year of program when the student is pre-enrolled into the program or when the unit set is transferred during the program transfer process.

If the student is enrolled directly into the program, or the unit set is manually added to the student's record, the HESA student unit set attempt record for the year of program must be created manually. When the HESA extraction process is run to generate the return, the student unit set attempt HESA details data overrides the data recorded at the program offering option unit set level.

Entering HESA student unit set data involves:

- Transferring Unit Sets and Units
- Entering HESA Student Unit Set Attempt Details
- Viewing YOP Enrolled Unit Set and Unit Details

#### 3.3.3.1 Transferring Unit Sets and Units

Students can transfer from one program to another in Enrollment. Unit sets and unit attempts can be transferred as part of the transfer process. When transferring between programs with different calendar types, unit sets and units must be transferred from the original program to the new program to ensure the HESA YEARSTU (field 30 for the Combined and Student returns) is derived correctly.

If unit sets and units are not be transferred as part of the initial transfer process, administrators must add these manually to ensure that the YEARSTU field is derived correctly.

**Note:** Transferred units and units sets are displayed in the Unit Set Inquiry window. If the two transfer programs have the same calendar type, units and unit sets need not be transferred.

When creating the new student unit set attempt HESA details, the transfer process copies all fields from the original student unit set attempt HESA details except:

- Location of study
- Other institutions providing teaching 1 and 2
- Proportion not taught by this institution
- Major source of tuition fees
- Credit value of year of program 1 and 2
- Level of credit 1 and 2
- FTE percentage override
- Cost center splits

The new entrant code, completion of year of program, and completion status are copied if the qualification aim of both programs is the same.

There are no conditions on the copying of disability allowance, additional support band, SLDD discrete provision, calculated FTE, completion date, fee eligibility, reason for partial or full non payment of tuition fees, level of credit obtained 1 and 2, and level 1 and 2 credit points obtained.

The franchising activity, FTE intensity, FTE calculation type, grade and mark, fee band, type of year and fundability code are copied only when the field has the same value at the program offering option HESA details for both year of program records.

For information on transferring between programs, see *Transferring Between Programs*.

For more information, see *Transferring Program, Unit, and Unit Set Attempts* in the *Enrollments* chapter of the *Oracle Student System User Guide*.

### 3.3.3.2 Entering HESA Student Unit Set Attempt Details

Use the Student Unit Set Attempt HESA Details window to enter HESA details for a student's unit set attempt. This includes information on the student's eligibility for funding, year of program completion status, grades, good standing, full time equivalence, credit levels and values, proportion taught by other institutions, and the major source of tuition fees.

#### Prerequisites

Values must be defined for the Oracle Student System codes of term time accommodation (OSS\_TTA), disability allowance (OSS\_DIS\_ALLOW), new HE entrant (OSS\_HEENT), additional support band (OSS\_SUP\_BAND), provision for students with learning difficulties (OSS\_ST13), franchising activity (OSS\_FRAN\_ACT), mode of study (OSS\_MODE\_TYPE), completed year of program (OSS\_FUNDCOMP), program completion status (OSS\_CSTAT), location of study (OSS\_LOCSDY), and type of program year (OSS\_TYPEYR).

Sequence for units sets must be defined to maintain the order of progression from one year of program (YOP) to the next.

The profile **IGS: Pre-enrollment Year** must be set to *Yes*.

#### Navigation

**Enrollments > Student Enrollments > Program Attempts > Unit Sets > HESA Details**

#### Steps

1. Query a UCAS applicant in the Student Enrollments window and click **Program Attempts**.
2. In the Student Program Attempts window, click **Unit Sets**.
3. In the Unit Set Attempt window, click **HESA Details**.
4. In the Student Details tab of the Student Unit Set Attempt HESA Details window, enter term-time accommodation, additional support band, if the student is eligible for disability allowance, if the student has learning difficulties or disabilities (SLDD) and is eligible for additional funding, and if the entrant is new to Higher Education.
5. In the Program Details tab, enter the mode of study, such as full time or part time, which overrides the attendance type. Enter the location of study for the student's year of program, and the institution franchising activity.

Enter also the full time equivalence (FTE) intensity, the FTE calculation type, and the FTE percentage override for calculated FTE.

The FTE intensity and calculation type are used to calculate the FTE for the student year of program. The FTE calculated value is reported to HESA if there is no FTE percentage override.

6. In the Completion tab, enter the completion status, the good standing marker, and note if the student has completed the current year of program.

If the student has completed the current year of program, the grading schema used is displayed. The grade and mark can be entered if not being derived using the summary measures of attainment.

7. In the Credit Points tab, identify up to two levels of credit and for each enter the credit value and the credit points achieved.

The student can be enrolled in a program for which the credit obtained is not calculated from unit enrollments.

8. In the Teaching tab, name the other institutions providing teaching for this program and enter the percentage of teaching not taught by this institution.

This is for students enrolled in a year of program which is not wholly taught by the institution, and for which the other institution providing teaching is not calculated from unit enrollments.

9. In the Fees tab, enter if funding by the Funding Council applies, fee eligibility, reason for partial or no payment of further education course fees, and fee band.

For students with more than one program and different sponsors, enter for each program, the value for the major source of tuition fees (MSTUFEE). This overrides the calculated value for major source of tuition fees which may be incorrect for the student enrolled in more than one program.

10. Save your work.

### **Additional Notes**

Enter the term time accommodation, new entrant to HE marker, mode, completion of program year, fundability, fee eligibility and major source of tuition fees to override the value derived by the HESA Generate Extract process.

For FE students, enter the goodstanding marker and completion status to override the value derived by the HESA Generate Extract process.

Enter the FTE percentage override to override the calculated FTE.

Enter the location code, the FTE intensity, the FTE calculation type, the franchising activity, and the fee band to override the values recorded at the program offering option HESA details and the program UK statistics

The credit value of year of program level 1, credit value of year of program level2, the level 1 and level 2 fields are used to derive the HESA CREDIT1, CREDIT 2, LEVLCRD 1 and LEVLCRD2 (fields 92, 93, 94 and 95 of the Combined return). These fields are only used if the Use Program for Calculation check box in the Program tab of the UK Statistics window is selected. A value should be entered if the values recorded for the program offering option HESA details do not apply to this student's year of program. These fields are not used in the generation of a student return.

The credit points obtained level1, credit points obtained level2, level 1 and level 2 fields are used to derive the CPOBTN1, CPOBTN2, LCPOBTN1, LCPOBTN2 fields (fields 96-99 of the Combined return) when the Use Program for Calculation check box in the Program tab of the UK Statistics window is selected. These fields are not used to produce a Student return. A value should be entered if a constant has not been specified for these fields within the return definition, or the user return field default does not apply to this student's year of program.

The other institutions providing teaching 1 and 2 and proportion fields are used to derive fields TINST1, TINST2, and PCOLAB (fields 86, 87 and 90 of the Combined return). These fields are not used to generate a Student return. Select a value for the other institutions providing teaching from the user-defined list to override the value for the program offering option HESA details if the fields are being calculated at the program level (the Use Program for Calculation check box on the Program tab of the UK Statistics window is selected).

Enter the cost center split to override the value for the program offering option HESA details and the program if the fields are being calculated at the program level.

### 3.3.3.3 Viewing YOP Enrolled Unit Set and Unit Details

Use the Unit Set Inquiry window to view an enrollment summary by year of program. The window shows the unit sets and units that a student is and was previously enrolled in and the marks, grades and credit points for each unit achieved by the student for the year of program.

Units can be core, optional, or elective. For core units, the **Core Unit** check box must be selected in the Program Pattern of Studies window.

### **Prerequisites**

Students must be enrolled in a year of program and attempting unit sets and units for which they must have been assessed.

Sequence for units sets to maintain the order of progression from one year of program (YOP) to the next must be defined.

### **Navigation**

**Enrollments > Student Enrollments > Program Attempts > Unit Set Inquiry**

### **Steps**

1. Query a UCAS applicant in the Student Enrollments window and click **Program Attempts**.
2. In the Student Program Attempts window, select the program and click **Unit Set Inquiry**.
3. In the Student Unit Set Attempt region of the Unit Set Inquiry window, view the details of the unit sets that the student is enrolled in, the start and completion dates.
4. In the Student Unit Attempt region, view details of the unit that the student is enrolled in. These include the teaching period (semester), and the marks, grades and credit points for each unit achieved by the student for the year of program.

**Note:** To calculate the number of academic periods correctly, ensure that the unit set selection date is on or before the teaching calendar census date.

For more information, see *Enrollments, Student Enrollments, Oracle Student System User Guide*.

## **3.4 Processing Combined and Student/Module Returns Data**

HESA requires institutions to return student full time equivalence (FTE) 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 or may be imported from the UCAS \*J file.

Processing of HESA data for student and module returns involves:

- Calculating UCAS Tariff
- Calculating FTE

### 3.4.1 Calculating UCAS Tariff

The aggregate UCAS tariff for a student is reported to HESA, and offers of admission can be expressed in terms of UCAS tariff points. Oracle Student System supports the calculation of the tariff for internal use and for external reporting.

The tariff calculation process calculates the total UCAS tariff, the tariff level breakdown and the highest qualification on entry.

Calculating the UCAS tariff involves defining the tariff calculation rules, recording and maintaining the qualifications achieved by applicants and students, and calculating the tariff. The student's UCAS tariff is calculated from the previous education qualification details recorded when the student was admitted to the program.

The qualifications can either be recorded manually, imported from UCAS, or can be imported from legacy systems.

UCAS has defined a tariff points scheme for recognized entrance qualifications. The tariff calculation process calculates the number of qualifications of each type and the associated tariff according to UCAS guidelines and the rules specified by the institution. It then aggregates the points at each of the tariff levels to be reported to HESA, and calculates the highest qualification on entry.

The applicants' and students' qualifications are defined as awards with associated grading schemas defining the grades that can be attained. The UCAS tariff associated with each qualification grade are held as the grading schema grade rank.

When defining the tariff calculation rules, administrators select a set of tariff levels from available seeded levels. To each of these tariff levels the administrator can then map one or more Oracle Student System awards.

If more than one award is mapped to a tariff level of a calculation type, administrators must indicate a default award. This default award is used when the UCAS tariff is imported to Oracle Student System from the UCAS \*J file.

When defining tariff calculations, users can set up award hierarchies that associate awards of different levels, e.g. AS Level and A Level, to prevent double counting qualifications. If award hierarchies are not defined, all qualifications in awards linked to the tariff calculation will be included in the aggregate tariff. Users can also indicate whether or not lower level awards in an award hierarchy are to be included in the tariff level breakdown. Therefore, users can define tariff calculations that meet the HESA requirement that if a student holds linked qualifications in the same subject, such as AS and A levels or Scottish Highers and Advanced Highers, both awards should be reported in the tariff level breakdown while only the points

associated with the higher level qualification should be included in the cumulative tariff.

You can also specify awards to be completely excluded from the UCAS tariff calculation. For example, if your institution excludes key skills, or A level general studies from conditions of an offer, these can be excluded from a UCAS tariff calculation.

If the tariff calculation is run to calculate the tariff for reporting to HESA, the results are stored against the student program attempt, and only qualifications held at the time the student first enrolled on the program are considered. If the calculation is for internal purposes only, the results are held against the person. This means that the tariff can be calculated for applicants who have been made a conditional offer but have not been pre-enrolled on a program.

Calculating UCAS tariff includes:

- Creating a New Tariff Calculation Type
- Mapping and Setting Default Awards for Tariff Levels
- Creating an Award Hierarchy
- Excluding Qualifications from a Tariff Level
- Importing Qualifications from UCAS
- Importing Qualifications from Legacy Systems
- Entering Qualifications
- Viewing and Calculating Individual UCAS Tariff
- Viewing Calculated Internal Tariff
- Calculating Group Tariff - Personal and HESA
- Viewing Tariff Calculated for HESA

#### **3.4.1.1 Creating a New Tariff Calculation Type**

Use the UCAS Tariff Calculation Setup window to set up the rules which define a tariff calculation. Define a calculation type and select a set of tariff levels for it. To each of the tariff levels, map Oracle Student System awards, define the award hierarchy to prevent double counting of awards, and exclude qualifications from the calculation, if required.

You can now specify whether the lower level qualifications within the award hierarchy should be reported within the tariff breakdown.

You can use the **Copy** button to copy the tariff levels, excluded qualifications, awards, and the award hierarchy of an existing calculation definition to quickly create a new calculation type. The new tariff calculation type can be amended manually if required.

**Note:** You cannot copy closed tariff levels. The tariff levels, awards and default awards, associated parent awards and excluded qualifications are copied. There can only be one open external calculation type.

### **Prerequisites**

Previous education qualifications must be defined as awards with associated grading schemas. The UCAS tariff for the individual qualifications must be defined as the grade rank for the grading schema grades.

The HESA highest qualification on entry codes must be defined as a grading schema. The grades must be mapped to the previous education qualification grading schema grades using the grading scheme translation.

### **Navigation**

**HESA Returns > HESA Setup > UCAS Tariff Calculation Setup**

You can navigate to this window from HESA and from UCAS.

### **Steps**

1. In the UCAS Tariff Calculation Setup window, define a code and description for the new calculation type to be created.

Select the External Calculation check box to indicate that the calculation is used to calculate the external UCAS tariff for reporting to HESA. To define a calculation for internal use, leave the External Calculation check box unchecked.

**Note:** There can only be one open calculation type with the External Calculation check box selected. The results of this calculation are reported to HESA.

Select the **Closed** check box to prevent further use of this calculation type in future calculations.

2. Query an existing calculation type and click **Copy** to copy the definitions of the existing calculation type. You can go on to add and remove tariff levels, awards mapped, qualifications excluded. You can also alter the award hierarchy and save the changed definitions.

3. In the Tariff Levels tab, select from HESA-defined tariff levels the UCAS tariff levels for this calculation type. Valid values include values in FND lookup type IGS\_HE\_TARIFF\_LEVEL.

Select the **Closed** check box to prevent this tariff level being used for this calculation type. This automatically marks as *Closed* the awards associated with the tariff level, so the award could be linked to a different tariff level if desired.

4. To include lower level qualifications, check the *Report all awards in tariff breakdown* check box. If this is not checked, lower level qualifications within the parent award hierarchy are excluded both from the total tariff score and from the tariff breakdown
5. Save your work.

### 3.4.1.2 Mapping and Setting Default Awards for Tariff Levels

Use the Awards window to map Oracle Student System awards to each tariff level for a selected calculation type. You must set one of the awards mapped as the default for a tariff level.

**Note:** You can map a given award to only one of the tariff levels in a calculation type. You can however, use the same award for one of the tariff levels in another calculation type.

#### Prerequisites

UCAS tariff calculation types and associated tariff levels must be defined.

Qualifications must be mapped to Oracle Student System awards.

#### Navigation

HESA Returns > HESA Setup > UCAS Tariff Calculation Setup > Awards

#### Steps

1. Query the new or an existing calculation type in the UCAS Tariff Calculation Setup window.
2. In the Tariff Levels tab, select the tariff level for which awards are to be added or removed and click **Awards**.
3. Select from available Oracle Student System awards. The first award entered is automatically marked as the default award for the tariff level. You can deselect the **Default** check box and select it for a different award that you map.

4. Save your work.

Select the **Closed** check box to indicate that the award is no longer associated with this tariff level.

### 3.4.1.3 Creating an Award Hierarchy

Use the Parent Awards tab of the UCAS Tariff Calculation Setup window to create an award hierarchy for the tariff calculation. Defining an award hierarchy prevents double counting of awards when calculating the UCAS tariff. Parent awards are defined so that lower level qualifications in the same subject can be discounted when calculating the UCAS tariff.

#### Prerequisites

A UCAS calculation type, with tariff levels and associated awards must be defined.

#### Navigation

HESA Returns > HESA Setup > UCAS Tariff Calculation Setup > Parent Awards

#### Steps

1. Query a calculation type in the UCAS Tariff Calculation Setup window.
2. In the Parent Awards tab, select an award and its parent award. Only awards which have been associated with a tariff calculation tariff level can be assigned a parent award. This ensures that a parent award is included in the tariff calculation unless the student has a parent award in the same subject.

**Note:** Each award in a tariff level can only have one parent award and a parent award can only be the parent of one award. Cyclic relationships cannot be defined, for example key skills level 2 as the parent award of the award key skills level 1 and key skills level 1 as the parent award of the award key skills level 2. An award cannot be a parent of itself.

3. Select the **Closed** check box to prevent further use of the parent and child award relationship for this calculation type.
4. Save your work.

### 3.4.1.4 Excluding Qualifications from a Tariff Level

Use the Exclude Qualifications tab of the UCAS Tariff Calculation Setup window to exclude particular qualifications from a tariff calculation.

Only awards that have been previously linked to a tariff level can be selected.

### **Prerequisites**

A UCAS calculation type, with tariff levels and associated awards must be defined.  
Fields of study must be defined.

### **Navigation**

**HESA Returns > HESA Setup > UCAS Tariff Calculation Setup > Exclude Qualifications**

### **Steps**

1. In the UCAS Tariff Calculation Setup window, query the UCAS tariff calculation type for which qualifications are to be excluded.
2. In the Exclude Qualifications tab, select the qualification award to exclude all qualifications of a specified type regardless of subject.
3. To exclude all qualifications in a specified subject, select only the subject.
4. To exclude a specific qualification, enter the qualification award and the subject.
5. Save your work.

#### **3.4.1.5 Importing Qualifications from UCAS**

Run the Qualification Details Import Process concurrent process to import the qualification details of UCAS applicants from the UCAS subsystem to populate the person qualifications details.

For more information, see *Exporting Qualifications* in the UCAS chapter.

After the import, use the Qualifications window to view the qualifications of each of these applicants in turn. See *Viewing Exported Qualifications*.

#### **3.4.1.6 Importing Qualifications from Legacy Systems**

Use the Admissions Import Process concurrent process with the Legacy parameter set to *Yes* to import qualification details of applicants from legacy systems into Oracle Student System via interface tables. For more information on this, see *Legacy Data Import Processes, Admissions Legacy Data Import*, in the *Oracle Student System Open Interfaces User Guide*.

The qualification details interface table IGS\_UC\_QUAL\_INTS contains the qualifications of persons existing in the person details table. The Admission Import Process while importing person information checks to see if qualification details already exist for a person. If a match is found, this is no longer a legacy import and

the concurrent process ignores the interface table data, retaining values existing in Oracle Student System. If no match is found, the process loads multiple records.

**Note:** A match for a qualification details record exists if the exam levels for the records are the same, and no subject code is provided for either record, or if both records have the same exam level and subject code.

After the import, use the Qualifications window to view the qualifications of each of these applicants in turn. See Viewing Exported Qualifications in the UCAS chapter.

### **Prerequisites**

Program awards and grading schema must be defined.

Qualification subjects must be defined as fields of study. Awarding bodies must be set up as Oracle Student System institutions.

Information from legacy systems must be loaded into the interface qualification details table IGS\_UC\_QUAL\_INTS. The person must not have qualification details in Oracle Student System.

#### **3.4.1.7 Entering Qualifications**

Use the Qualification Details window to enter an applicant's or student's entry qualifications recording the qualification level, subject, result, and award year, sitting, and awarding body.

If the applicant is studying for a qualification and has not taken the examination yet, you can enter a result predicted by the institution where the applicant is studying. If the applicant has provided a result that has yet to be formally ratified by the awarding body, enter this as the claimed result. Only the final, ratified or approved result is considered by the UCAS tariff calculation process.

**Note:** The award year holds significance when calculating tariff for HESA reporting. See Calculating Group Tariff - Personal and HESA.

### **Prerequisites**

Program awards and grading schema must be defined.

Qualification subjects must be defined as fields of study. Awarding bodies must be set up as Oracle Student System institutions.

### **Navigation**

To enter the qualification details of applicants:

**Admission > Direct Admission > More > More > More > Qualification Details**

To enter qualification details of students retrospectively when doing HESA returns or for students who enrolled directly:

**Person Reference > Details > Qualification Details**

**Steps**

1. Query the applicant in the Direct Admissions or the student in the Person Details window.
2. Click **More** three times in the Direct Admissions window and click **Qualification Details**.

Alternatively, click the **Qualification Details** button in the Person Details window. If the button is not visible click the **Others** button. This will display a list of person details child window, select Qualification Details and click **OK**.

**Note:** To access the Qualification Details window from the Person Details window you must include it while configuring the Person Details window. For information on configuring windows to provide access to child windows, see Person Reference, in the *Oracle Student System User Guide*.

3. Click on the Qualifications Details tab and manually enter the qualification details in the Qualification Details window.
4. Save your work.

For more information, see Maintaining Transcripts and Qualifications in the Admissions chapter of the *Oracle Student System User Guide*.

**3.4.1.8 Viewing and Calculating Individual UCAS Tariff**

Use the UCAS tab of the Qualification Details window to view the tariff summary and breakdown of calculated UCAS tariffs, and to calculate a UCAS tariff for an individual.

For a person, you can select a tariff calculation type and calculate the tariff either for the first time or afresh following changes in qualifications. The results of these calculations are recorded for the person and are not reported to HESA. If your institution uses the same tariff calculation rules to calculate the tariff associated with conditional offers and for reporting to HESA, this can be done by defining one tariff calculation type, which is flagged as external and using it to calculate a personal tariff.

**Note:** The Total Tariff is the sum of the qualification tariff points for a calculation type. The person tariff calculation summary can be deleted but cannot be updated. Deleting the tariff calculation summary record deletes all the associated person details tariff records.

### **Prerequisites**

Tariff calculation types must be defined.

Qualifications, including subject and result must have been recorded for the person.

### **Navigation**

To calculate the tariff of an applicant:

**Admission > Direct Admission > More > More > More > Qualification Details > UCAS Tariff > Calculate UCAS Tariff**

To calculate the tariff of a student:

**Person Reference > Details > Qualification Details > UCAS Tariff > Calculate UCAS Tariff**

### **Steps**

1. Query a UCAS applicant in the Direct Admission window. Click **More** three times, and then click **Qualification Details**.  
  
Alternatively, use the Person subsystem to directly access the Qualification Details window and query the person for whom tariff is to be calculated.
2. To calculate a new UCAS tariff, select a tariff calculation type in the UCAS Tariff tab of the Qualification Details window.
3. Click **Calculate UCAS Tariff** and increment subsequent step numbers.
4. Save your work.
5. Monitor the Calculate UCAS tariff process and, when complete, re-query the tariff calculation type. The total tariff score will be displayed and the View Details button will be enabled.  
  
**Note:** Only internal calculation results can be viewed in this window.
6. To recalculate a tariff for the individual, highlight the tariff calculation type and click **Calculate UCAS Tariff**.
7. Save your work and re-query the tariff calculation type to view the recalculated total tariff.

### 3.4.1.9 Viewing Calculated Internal Tariff

Use the UCAS Tariff Calculation Details window to view the details of a previously calculated tariff calculation type for an individual. The breakdown of the calculation includes the number of qualifications at each level, and the aggregate tariff for the qualifications at that level.

#### Prerequisites

Person records with qualification details must exist.

The UCAS tariff calculation process must have been run to generate a personal tariff calculation.

#### Navigation

To view the calculated internal tariff of an applicant:

**Admission > Direct Admission > More > More > More > Qualification Details > UCAS Tariff > View Details**

To view the calculated internal tariff of an individual:

**Person Reference > Details > Qualification Details > UCAS Tariff > View Details**

#### Steps

1. Query a UCAS applicant in the Direct Admissions window. Click **More** three times, and then click **Qualification Details**.
2. Alternatively, access the Qualification Details window from the Person subsystem and query an individual.
3. In the UCAS Tariff tab of the Qualification Details window, select the tariff calculation type of the applicant for which tariff details are to be viewed, and then click **View Details**.

**Note:** The View Details button is only enabled if the calculation process has been run.

4. The UCAS Tariff Calculation Details window displays the breakdown of the total tariff score for a calculation type. It displays all the qualification levels for the selected calculation type and for each qualification level, the number of qualifications and the total tariff.
5. Close the window.

### 3.4.1.10 Calculating Group Tariff - Personal and HESA

Use the Calculate UCAS Tariff concurrent process to calculate the tariff for a group of applicants or to calculate the tariff for reporting to HESA. Calculation is done per the rules defined by the calculation type. These include the tariff levels, the award hierarchy, and qualifications that are to be excluded.

To calculate for external reporting to HESA, select an external tariff calculation type and set the Calculate HESA Tariff indicator to *Yes*. To calculate a person tariff, set the Calculate HESA Tariff indicator to *No*. When calculating tariff for reporting to HESA, the Calculate UCAS Tariff concurrent process considers applicant qualifications awarded before the date of commencement of the program.

**Note:** You can use the external tariff to calculate a personal tariff which is not reported to HESA. To do this, select the external tariff calculation type and leave the Calculate HESA Tariff indicator to the default value of *No*. The process calculates the tariff according to the rules used to calculate the tariff for reporting to HESA. In this case, the highest qualification on entry is not calculated and the award year is not considered when deciding on the qualifications to include in the calculation. Calculated tariff scores are stored with person information and can be viewed only from the UCAS Tariff Calculation Details window. See Viewing Calculated Internal Tariff.

You can use the concurrent process to calculate tariff for:

- a single person
- persons in a person ID group
- students enrolled in a specific program
- students enrolled in programs within program groups
- students who enrolled during a specified enrollment period

To calculate tariffs for all students, leave all parameters blank, except the mandatory parameters of tariff calculation type and the HESA calculate tariff flag.

The concurrent process calculates points achieved at each tariff level by looking at the previous education qualification details and using the combination of qualification and approved results. When calculating, it uses:

- the parent award hierarchy set up in the UCAS Tariff Calculation Setup window to exclude lower level qualifications if a higher level qualification in the same subject exists, preventing double-counting
- the exclude awards rules to determine which qualifications should not be included in the tariff

## Prerequisites

Tariff calculation types must be defined.

Qualifications, including subject and result must be recorded for the person.

## Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > Calculate UCAS Tariff**

## Steps

1. Run the Calculate UCAS Tariff concurrent process.

For information on running a concurrent process, see Concurrent Process Procedures.

2. To set the parameters, refer to the following table.

The following table describes the Calculate UCAS Tariff concurrent process parameters:

**Table 3–3 Calculate UCAS Tariff Concurrent Process Parameters**

Parameter	Description
Tariff Calculation Type	<p>You must select the tariff calculation type that the concurrent process must consider. The tariff calculation type defines for the calculation the tariff levels, the award hierarchy, and excluded qualifications.</p> <p>If you are calculating the HESA tariff you should select the tariff calculation type with the external reporting flag checked.</p>
Calculate HESA Tariff	<p>The default is <i>No</i>. If set to <i>No</i>, the concurrent process does not consider the qualification award year. The results are stored at the person level even if a calculation type of <i>external</i> was selected, and can be viewed in the UCAS Tariff Calculation Details window that you can navigate to via the Qualification Details window through the Direct Admission or Person Details windows.</p> <p>Select <i>Yes</i> to calculate the highest qualification on entry and the UCAS tariff for reporting to HESA. The results are stored with the student program attempt and can be viewed in Student Program Attempt UCAS Tariff tab of the UK Statistics window.</p>
Person ID Group	Select to limit the calculation to persons in this person ID group.
Person Number	Select to calculate for a single person.

**Table 3–3 (Cont.) Calculate UCAS Tariff Concurrent Process Parameters**

<b>Parameter</b>	<b>Description</b>
Program Group	Select to limit the calculation to students enrolled in programs within this program group. This is only applicable when the Calculate HESA Tariff indicator is set to <i>Yes</i> .
Program Type	Select to limit the calculation to students enrolled in programs within this program type. This is only applicable when the Calculate HESA Tariff indicator is set to <i>Yes</i> .
Course Code	Select to limit the calculation to students enrolled in this program. This is only applicable when the Calculate HESA Tariff indicator is set to <i>Yes</i> .
Enrollment Start Date	Enter to limit the calculation to students who enrolled in the program of study on or after this date. <b>Note:</b> This is not considered when running a non HESA calculation.
Enrollment End Date	Enter to limit the calculation to students who enrolled in the program of study on or before this date. You must enter this if you have entered a start date above. <b>Note:</b> This is not considered when running a non HESA calculation.
Recalculate Tariff	The default is <i>No</i> . If left at <i>No</i> , the concurrent process calculates the tariff for individuals for whom the tariff has not been calculated.  You must select <i>Yes</i> to recalculate the tariff for all students in the specified group if tariff details exist.

**3.** Apply the parameters and submit the request.

**Additional Notes**

If the calculation is not a HESA calculation and a person tariff calculation summary record exists, the calculation date field is updated and all existing person tariff calculation records are deleted before the new detail records are created.

If this calculation has not been run for this person before, a person summary record and detail records are created.

If the calculation is a HESA calculation and the tariff has already been calculated for the student, all existing tariff records are deleted and new tariff records are created.

If a HESA return has been submitted for a student and the student program attempt UK statistics, HESA submission name, return name and return ID fields are populated, the HESA tariff cannot be recalculated.

#### **3.4.1.11 Viewing Tariff Calculated for HESA**

Use the Student Program Attempt UCAS Tariff tab of the UK Statistics window to view the tariff to be sent to HESA for an individual UCAS applicant.

Tariff details include the highest qualification on entry, all the different qualification levels, the number of qualifications at each level, the aggregate tariff for all of the qualifications at each level, and the total tariff score of the applicant.

#### **Prerequisites**

Pre-enrollment must have created student program attempt records.

The Calculate UCAS Tariff concurrent process must have been run for external calculation types with the Calculate HESA Tariff parameter to *Yes* for the calculation.

#### **Navigation**

**Enrollments > Student Enrollments > Program Attempts > UK Statistics > Student Program Attempt UCAS Tariff**

#### **Steps**

1. Query the student in the Student Enrollments window and click **Program Attempts**.
2. In the Student Program Attempt window, select the appropriate program and click **UK Statistics**.
3. In the Student Program Attempt UCAS Tariff tab of the UK Statistics window view the applicant's tariff score, its breakdown at qualification level, and the highest qualification on entry.
4. Close the window.

### **3.4.2 Calculating FTE**

HESA requires institutions to return student full time equivalence for comparison and funding purposes. For this, universities must calculate full-time equivalents for each student year of program.

Before calculating student full time equivalence in the current student year of program, administrators must identify the academic calendar and the default teaching calendar for the FTE calculation period. An academic calendar must be defined for the period over which the FTE is to be calculated. The full calendar structure is not required for this academic calendar.

The full time equivalence calculation takes into account periods of intermission and early discontinuation. The start and end dates of a teaching period can be set manually for programs and year of programs for which the start and end dates of the standard default teaching period do not apply.

FTE is not apportioned for non-research students who start their program late. It is assumed that they will catch up on time lost. Your institution can specify whether research student full time equivalence should be apportioned based on student's date of commencement.

If the research student FTE is not apportioned, then the full FTE is reported for the first year, and 0 FTE is reported for the last. The default teaching period is not used to apportion the FTE for research students. FTE is apportioned over the whole academic period, using commencement date and discontinuation or requirements complete date.

The FTE calculation also provides a method of apportioning the FTE for students enrolled in programs that start at different times in the academic year. These students are enrolled in more than one year of program during an FTE calculation period.

For example, if the FTE reporting period is 1st August to 31st July and an institution runs a number of programs that start on 1st February through to 31st January, a second year student would be enrolled in both year 1 and year 2 of the program during the FTE calculation period. To correctly calculate the FTE for these students the FTE for the year 1 and year 2 have to be apportioned to reflect the proportion of the year studied within the FTE calculation period.

The FTE calculated is saved against the year of program active when the FTE calculation is run. So, in the above example, the FTE would be saved in the year of program for the second year, leaving the FTE calculated in the previous reporting period recorded against the year of program record for the first year.

FTE calculation can be unit-based and use credit point enrollments, or intensity-based and use percentage of full time, or can be a combination of both the unit credit point and intensity. This approach can be used for students who are repeating a unit while on a sandwich year. By default, FTE calculations for research and full time programs use the intensity-based approach, and part time programs

use the unit-based credit point approach. You can override this at the year of program and at the student year of program level.

If a program has full time and part time offerings and the intensity-based approach is used, the intensity has to be set at the year of program level. The intensity is recorded as a percentage, in the range 0 to 300%. The unit-based calculation uses the enrolled credit points of the units that the student is enrolled in. The standard annual load or the program must be set to the number of credit points that a student would be expected to be enrolled in if they were enrolled on the program full time.

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

Calculating FTE involves:

- Maintaining FTE Calendars
- Defining Data for FTE Calculation
- Calculating Student FTE

### 3.4.2.1 Maintaining FTE Calendars

Use the Maintain FTE Calendars window to define the FTE calculation period which is an academic calendar, and the default teaching period or teaching calendar which is used to apportion the FTE for students who discontinue their program early or are intermitted. The apportioning or default teaching period defined is applicable to both undergraduate and postgraduate programs taught.

Full time equivalence (FTE) is calculated for this FTE calendar.

If you are calculating the FTE for a reporting period which does not mirror the academic calendars associated with the student program attempts, you must also define the FTE calendar proportions.

For example, for an academic calendar ACADYEAR that runs from 01-October-2002 to 30-September-2004 for which the teaching on the majority of courses runs between 01-October-2003 and 30-June-2004, the following table shows the set up that would be required to apportion the FTE correctly for a three year program.

**Table 3-4 FTE setup for a three-year program from 01-August-2003 to 31-July-2004**

Calendar	Start Date	End Date	Year of	FTE %
ACADYEAR	01-OCT-2003	30-SEP-2004	1	83.28
ACADYEAR	01-OCT-2002	30-SEP-2003	1	16.72
ACADYEAR	01-OCT-2003	30-SEP-2004	2	83.28

**Table 3-4 FTE setup for a three-year program from 01-August-2003 to 31-July-2004**

Calendar	Start Date	End Date	Year of	FTE %
ACADYEAR	01-OCT-2002	30-SEP-2003	2	16.72
ACADYEAR	01-OCT-2003	30-SEP-2004	3	83.28
ACADYEAR	01-OCT-2002	30-SEP-2003	3	16.72

The FTE% is calculated as

number of days the academic calendar and the FTE calendar overlap \* 100

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 number of days in academic calendar

Proportions must be specified for every year of program and for every student program attempt academic calendar overlapping the FTE calculation period.

Proportions do not have to be defined when the FTE calculation period mirrors the academic calendars.

### Prerequisites

Academic and teaching calendars must be defined.

### Navigation

HESA Returns > HESA Setup > Maintain FTE Calendars

### Steps

1. In the Maintain FTE Calendars window, select an academic calendar to automatically populate the effective dates for the FTE calendar.
2. Select a teaching period to set as default for the FTE calendar.
3. In the FTE Calendar Proportions region, select an academic calendar that overlaps the FTE calculation calendar.
4. Enter a year of program for the overlapping academic calendar.
5. Enter the percentage of full time equivalence that the year of program studied during the academic calendar contributes to the FTE calculation.
6. Repeat steps 3 to 5 for the other overlapping academic calendars.

**Note:** FTE percentages given need not add up to a 100 for an FTE calendar or for a year of program in the FTE calendar.

7. Save your work.

**Note:** Select the **Closed** check box to exclude defined calendar proportion records from the full time equivalence calendar.

### **3.4.2.2 Defining Data for FTE Calculation**

Data for FTE calculation is set up at the program, program offering option, and the student unit set attempt levels. These include defining teaching periods, FTE calculation types, FTE intensity, and FTE percentage overrides if any.

**Note:** An FTE value of 100 represents full time.

#### **Prerequisites**

The program and associated program offering options must be defined.

Student program and unit set attempts must be confirmed and active.

#### **Navigation**

**Program Structure and Planning > Basic Program Details > Program Load**

**Program Structure and Planning > Basic Program Details > Other Program Detail > UK Statistics > Program**

**Enrollments > Student Enrollments > Program Attempts > Unit Sets > HESA Details > Program Details**

#### **Steps**

1. In the Program Load tab of the Basic Program Details window, define the standard annual load to be the number of credit points a full time student studying in that program would be expected to achieve in one year.
2. In the Program tab of the UK Statistics window, define the teaching period and FTE intensity.
3. In the Credit Points tab of the Program Offering Option Unit Set HESA Details window, define the teaching period, FTE calculation type and FTE intensity.
4. In the Program Details tab of the Student Unit Set Attempt HESA Details window, define the FTE calculation type, the FTE intensity, and FTE percentage override, if required.

## 5. Save your work.

### **Additional Notes**

Define the FTE intensity for a program only if the FTE is not 100%, for example, if part-time programs are being considered and an intensity based calculation is being performed. Intensity does not apply to the unit credit point based calculation.

Define the teaching period start and end dates only for programs which are not taught within the FTE calculation default teaching period such as long postgraduate taught programs.

Set the program offering option unit set HESA details (year of program) FTE calculation type for full time and research programs where a unit credit point based calculation is to be performed.

Set the program offering option unit set HESA details (year of program) FTE calculation type for part time programs if an intensity based calculation is to be performed. Define the year of program FTE intensity for programs with both full time and part time offerings where the calculation for the part-time program is intensity based. Set the intensity for each year of program of all program offerings.

Define the teaching period start and end dates only for year of programs which are not taught within the FTE calculation default teaching period or the program teaching period.

Define the FTE calculation type and the FTE intensity only for students where the default values for the year of program and program are not applicable.

If required, define the FTE percentage override for students to override the calculated value.

### **3.4.2.3 Calculating Student FTE**

Run the Calculate Student Full Time Equivalence concurrent process to calculate the FTE values of students.

You can use this process for a single student, or for students by program, program category, or program offering option. The FTE can be calculated for any student with a student program attempt which commenced before the end of the FTE calculation period and was not completed or discontinued before the start of the FTE calculation period. FTE is not calculated for programs that have been transferred out of, if the programs have the same qualification aim or are considered to be continuous study.

The concurrent process uses the teaching or apportioning period defined first at the program offering option unit set level, next at the program level, and last at the FTE calendar level.

The calculation is done per the calculation type defined at the student unit set attempt or the program offering option level. The calculation type can be either unit-based, intensity-based, or both unit and intensity based. If the calculation type is not defined for the student unit set attempt or the program offering option unit set, the default values of intensity based for full- time and research programs and unit credit point based for part-time programs are used.

The process identifies all the student year of program records that overlap the FTE calculation period and for which FTE is to be calculated.

If the calculation is to be unit based, then it takes the credit points from unit enrollments and uses the program standard annual load to determine the FTE associated with a unit. For example, if all level 1 units for an undergraduate program has 15 credit points and a full time student would be expected to study 8 units the standard annual load should be set to 120. If a part-time student studied 2 units in the FTE calculation period the FTE would be calculated as  $(30 \times 100) / 120$ .

If the calculation type is set to be intensity based, the calculation process looks for the percentage full time value given first at the student unit set attempt level, next at the program offering option level, and last at the program level. If a value is not found, the default value of 100 is used.

The process then takes the calculated percentage value and apportions it for the period that the student was enrolled in during the FTE calculation period. The FTE for taught students is apportioned over the teaching period applicable to the student. The FTE is reduced to take account of periods of intermission and early discontinuation. The length of intermission is calculated in days as is the length of the teaching period. The FTE is then reduced by

length of teaching period - length of intermission

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length of teaching period.

For example, if the teaching period runs from 01-Oct to 30-Jun and a student is intermitted from 01-Mar to 30 Jun, which is a period of 122 days, the student's FTE is reduced by a factor of  $151 / 273$ .

Similarly the FTE is reduced to take account of early discontinuation. For example, if the teaching period runs from 01-Oct to 30-Jun and a student leaves the institution

on 31-Dec, which means that the student studied for 92 days, the student's FTE is reduced by a factor of 92/273.

Research student FTE is apportioned for intermission and discontinuation in a similar way except that it is apportioned over the FTE calculation period instead of using the teaching period.

The FTE of taught students is not reduced if the student enrolls in their program late. The research student FTE can be apportioned to take account of the student program attempt commencement date in accordance with institution policy. If the Apportion Research Student FTE parameter is set to *No*, FTE is not apportioned. The full FTE is returned for the first year of the program and 0 is returned for the last year of the program. If the parameter is set to *Yes*, the FTE is apportioned to take account of the length of time that the student is enrolled during the calculation period based on the student program attempt commencement date. For example, if a research student enrolled in their program on 01-Jun and the FTE calculation period runs from 01-Aug to 31-Jul, the student's FTE is reduced by a factor of days in June+days in July

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number of days in year

**Note:** Holiday periods are not considered when apportioning the FTE.

If there is an override for the percentage in the Student Unit Set Attempt HESA details, the process ignores the calculated FTE and uses the override value instead.

The FTE for a year of program is adjusted by the FTE academic calendar proportion specified for the year of program when defining the FTE calendars. The FTE for all the student year of program records is added giving the calculated FTE which is written to the active year of program record.

### **Prerequisites**

FTE calendars with apportioning for each must be defined. Values for FTE intensity must be defined at the program, program offering option, or student unit set attempt level. FTE calculation types must be defined either at the program offering option level or at the student unit set attempt level.

Student program attempts must be confirmed and active.

### **Navigation**

**Requests > Concurrent Manager > Single Request > Calculate Student Full Time Equivalence**

## Steps

1. Run the Calculate Student Full Time Equivalence concurrent process.  
 For information on running a concurrent process, see Concurrent Process Procedures.
2. To set the parameters, refer to the following table.

The following table describes the Calculate Student Full Time Equivalence concurrent process parameters:

**Table 3–5 Calculate Student Full Time Equivalence Concurrent Process Parameters**

Parameter	Description
FTE Calculation Calendar	You must select the FTE calculation calendar for which FTE is to be calculated.
Student Number	Select a person number to limit the FTE calculation to a single student.
Program Code	Select to limit the FTE calculation to students enrolled in this program.
Program Category	Select to limit the FTE calculation to students enrolled in programs of this program category.
Program Offering Option	Select to limit the FTE calculation to students enrolled in this program offering option.
Apportion Research Student FTE Flag	The default value is <i>No</i> . Retain this value if the FTE of research students is not to be apportioned based on the student program attempt commencement date and return the full FTE for the first year of program regardless of commencement date.  Select <i>Yes</i> to apportion research student FTE based on the student program commencement date.

3. Apply the parameters and submit the request.
4. When the process is complete, you can view the calculated FTE in the Program tab of the Student Unit Set Attempt HESA Details window.

**Enrollments > Student Enrollments > Program Attempt > Unit Sets > HESA Details > Program tab**

The FTE calculation process logfile reports the progress of the process and identifies any students for whom the FTE could not be calculated.

## 3.5 Recording DLHE Data

A survey is conducted to collect information on the destination of students after they have completed their studies and this information is reported to HESA as a DLHE return. Survey participants can be leavers or they can be research students whose research council funding has ended.

The survey can be conducted in a variety of ways including online, on the phone, or on paper through the post. Survey questions are provided by HESA. If the survey is conducted in any way other than online, administrators must record the answers online.

Processing DLHE data involves:

- Defining the DLHE Target Population
- Entering Destination of Leavers Data

The destination of leavers return is asking participants what they were doing/will be doing on a particular day. The dates are defined as census dates by HESA. The census date used for a student depends on when the student completed their studies or, for research students, when their research council funding ended. HESA provide two census dates for each destination of leavers return.

Once the census dates are known, the institution can define the user return class, qualifying period, survey start and end dates, and can identify the target population.

If the survey is online, participants are notified in self-service. When a participant submits a survey, the administrator can review the survey, resolve any issues and save the survey.

Administrators can add a participant to a qualifying period or exclude a participant's survey record.

### 3.5.1 Defining the DLHE Target Population

A DLHE submission must be defined complete with user return class, qualifying and survey periods, before identifying the participants for a survey. A submission can have more than one qualifying period with survey start and end dates and census date defined for each one.

HESA specifies the criteria for including students in a DLHE return in terms of HESA student return field values. The process that identifies the target population uses the standard Oracle Student System HESA field derivation procedures to derive these fields for the students being considered for inclusion.

Identifying DLHE participants involves:

- Defining DLHE User Return Classes
- Defining Submission, Return and Qualifying Periods
- Identifying Participants

### **3.5.1.1 Defining DLHE User Return Classes**

For information on defining user return classes for DLHE submissions, see Defining User Return Classes.

### **3.5.1.2 Defining Submission, Return and Qualifying Periods**

A DLHE submission defines the time period to which the DLHE HESA extracts relate. For example the Destination of Leavers Return due for submission in March 2004 relates to the 01-August-2002 to 31-July-2003 HESA reporting period.

A DLHE return can be linked to an existing HESA submission that produces a HESA Student return or a HESA Combined return. Or a separate submission can be defined.

HESA provides the census dates for DLHE returns. To capture the destination information of leavers as close to six months after completion as possible, HESA has identified two separate qualifying periods with separate census dates:

- Students completing between 1st August and 31st December have a census date the following April.
- Students completing between 1st January and 31st July have a census date the following January.

Although the two groups are surveyed at different times, both groups are included in a single annual return to HESA in March following the January census date. Research students who are funded by research councils are also surveyed on the census date that falls nearest to 15 months after their funding has ceased

You can define qualifying periods and survey periods for your institution in the Maintain Submissions window. For more information, see Defining Submissions.

A qualifying period can be for leavers or for research students. Qualifying periods are the same as the survey periods defined by HESA and relate to when leavers completed or left, for example, 1-Aug to 31 Dec or 1-Jan to 31-Jul. For research students, qualifying period start and end dates relate to when the student's funding ceased and can fall outside of the submission start and end dates.

For more information on qualifying period types that define the DLHE target population, see Identifying Participants.

### **Additional Notes**

For steps to create a DLHE submission, see Defining Submissions. For a DLHE submission, the Offset Days field, and the Apply To Attempt Start Date and Apply To Calendar Instance Start Date check boxes are not applicable. In addition, the Calendar tab is disabled. You can have user return classes other than DLHE.

In the Qualifying Period tab, create qualifying periods based on the survey details provided by HESA and for each enter the survey start and end dates. A return can have multiple surveys each in a separate qualifying period.

The census date should be greater than the qualifying period end date. For a submission, open qualifying periods for the same type should not overlap. Survey start and end dates should not be less than the system date.

If there are multiple open qualifying periods defined for a return and they are of the same type, the qualifying period start and end dates should not overlap. You can only update the census and survey dates before student DLHE records are associated with a qualifying period.

### **3.5.1.3 Identifying Participants**

The DLHE target population (POPDLHE) is comprised of students who fall in one of two categories:

- Group A: Students who have achieved one of the standard qualifying awards specified by HESA. They must have undertaken their study within the UK and be domiciled in the UK or European Union (EU).
- Group B: Ph.D. students funded by one of the UK Research Councils. These students are surveyed approximately fifteen months after the end of their funded study. They are included irrespective of whether or not they have achieved an award.

### **Prerequisites**

Submissions and qualifying periods for DLHE return type must be defined. DLHE user returns must be defined.

### **Navigation**

To identify participants for a given qualifying period:

**HESA Returns > HESA Submissions > Maintain Submissions > Qualifying Period > Identify Target Population**

To identify participants for a given submission and return:

**Requests > Concurrent Manager > Requests > Run (Single Request) > Identify HESA DLHE Target Population**

**Steps**

1. Query for the submission in the Maintain Submissions window. In the Qualifying Period tab, query for the required qualifying period and click **Identify Target Population** to identify the participants for all the qualifying periods for a submission and return.
2. Optionally, run the Identify HESA DLHE Target Population concurrent process to identify participants for the entered submission and qualifying period.  
  
For information on running a concurrent process, see Concurrent Process Procedures.
3. To set the parameters, refer to the following table.

The following table describes the Identify HESA DLHE Target Population concurrent process parameters:

**Table 3–6 Identify HESA DLHE Target Population Concurrent Process Parameters**

<b>Parameter</b>	<b>Description</b>
Submission Name	You must select the reporting period.
Return Name	You must select the user return class.
Qualifying Period	Select if required the qualifying period for the return.

4. Apply the parameters and submit the request.

**Note:** If the qualifying period parameter is left blank, the Identify Target Population process runs for all qualifying periods, including closed periods. If a participant is attached to a closed period but meets the criteria for inclusion in an open qualifying period, the qualifying period of the participant's survey record is updated to the open qualifying period.

## Guidelines

The target population is derived using the following HESA fields and the relevant qualifying period:

Group A - Students who have completed their program of study

- QUAL1 - 37: Qualification obtained 1
- QUAL2 - 38: Qualification obtained 2
- LOCSDY - 71: Location of study
- RSNLEAVE - 33: Reason for leaving institution/completing program
- MODE - 70: Mode of study
- DOMICILE - 12: Domicile

Group B - Research students whose funding is complete

- QUALAIM - 41: General qualification aim of student:
- MSTUFEE - 68: Major source of tuition fees
- COMDATE - 26: Date of commencement of program
- RSNLEAVE - 33: Reason for leaving institution/completing program

Group A: Students are included if they have a student program attempt with a discontinuation date or requirements complete date that falls within the qualifying period start and end dates and they also meet the following criteria:

- QUAL1 or QUAL2 = one of 02, 03, 04, 05, 06, 07, 08, 12, 13, 14, 18, 20, 21, 22, 23, 28, 29, 30, 33, 41, 42
- DOMICILE = one of 1610, 1614, 1641, 1651, 1653, 1656, 1659, 1661, 1676, 1678, 1693, 1710, 1728, 1751, 1755, 3826, 4826, 5826, 6826, 7826, 8826
- LOCSDY is not 7
- RSNLEAVE is not 5
- MODE is not 63 or 64

Group B: Students are included if they have research candidacy details and have a HESA COMDATE that falls within the qualifying period start and end dates and they also meet the following criteria:

- QUALAIM is 02 or 03
- MSTUFEE = one of 11, 12, 13, 14, 15, 16, 17, 19

- RSNLEAVE is not 5

## 3.5.2 Entering Destination of Leavers Data

The various tasks that administrators perform on a Destination of Leavers survey in self-service are:

- Adding Participants to a Survey
- Updating Participant Survey Records
- Submitting Surveys

### 3.5.2.1 Adding Participants to a Survey

Administrators may want to add students that have not been identified as part of the target population by the process. The user must specify which qualifying period the new survey record will be associated with.

### 3.5.2.2 Updating Participant Survey Records

Administrators can change the survey status of a participant's survey record to *Excluded* if the participant is identified as not being eligible for inclusion.

Participants can choose to either save an incomplete survey to work on later, or to submit the survey. Submitted surveys cannot be updated by participants. To update a submitted survey, participants can contact the university and ask the administrator to make the survey available again. To provide the participant access, the administrator must change the survey status from *Submitted* to *Saved*. Refer to the Guidelines section for full details of survey statuses.

If the qualifying period of the survey changes or is closed after the survey has started, administrators can update the qualifying period.

### 3.5.2.3 Submitting Surveys

Graduating students, former students, and alumni can enter the survey online. Administrators can also enter the survey on their behalf.

Once all relevant questions are answered, the survey is submitted. An incomplete survey can also be submitted. For example, the student at the time of entering the survey, may not know the salary that the new job will offer and can opt to Save For Later to return, complete and submit the survey later.

## Guidelines

Survey statuses are:

- *Not started* - Indicates that a student DLHE record has been created but no survey data has been stored. A record with this status can be deleted as part of the process to identify the target population of a closed qualifying period. This status allows an administrative or student user to access the survey to input responses.
- *Saved* - A record with *Not started* status moves to *Saved* status once some survey responses have been entered by an administrative or student user who confirms that they wish to *Save for later*. This indicates that the survey is incomplete and the user expects more information to be input at a later date. This status allows an administrative or student user to access a previously saved survey to input further responses.
- *Submitted* - Relates only to records input by student users. A student user indicates that they wish to submit once they have completed the survey and have answered all the questions they are intending to answer. Surveys can be submitted from *Not started* status or from *Saved* status. Once a survey reaches *Submitted* status it is closed to student users and only administrative users can add further survey responses. Students who have submitted in error or wish to add further survey responses can either manually forward further responses to the administrator for input or manually request that the administrator change the status back to *Saved* to allow further responses to be added by the student and the survey to be re-submitted.
- *Reviewed* - For administrative users only. This status is used to indicate survey records that are complete, i.e. no further survey responses are expected from the student. This indicates that the record has been reviewed by an administrative user and is ready for extraction. For surveys input by administrators, the status would change from either *Not started* or *Saved* to *Reviewed* once the manual survey process (mailing, follow up etc.) had been undertaken and the survey was deemed complete. For surveys input via student self-service, an administrator would change *Saved* or *Submitted* surveys to *Reviewed* once the survey was deemed complete and any additional coding that was required had been done. Within the self-service forms, the effect of an administrative user clicking the **Submit** button would be to assign a status of *Reviewed* to the survey.
- *Excluded* - For administrative users only. This status is used to indicate records that should be excluded from the survey population, e.g. duplicate records for a single student. A survey with any other status can be changed to *Excluded*.

Survey records are marked as excluded rather than deleted to ensure that any survey responses already recorded are not lost.

## 3.6 Setting Up HESA Submissions

HESA defines the type of returns institutions can submit and the statistics to be extracted and reported.

For every return type, HESA defines the HESA fields to be included in the return. Values for these fields are derived from data in Oracle Student System and mapped to HESA codes. Your institution can define its own user return class based on system-defined return classes. You can specify constant and default values to override the derived HESA field values. If you are defining a user return to be used for *internal reporting*, the user return can include a subset of the system return class fields by excluding or removing some of the fields. You can only add to user return fields which are in the system return class.

When generating a file for submission to HESA, a user return class must include all the system return class fields to ensure that the HESA file does not fail HESA validation.

You can define submission periods for which you specify the HESA reporting period. The submission includes one or more user return classes which are to be generated based on the same reporting period.

Setting up HESA submissions involves:

- Defining User Return Classes
- Defining Submissions

### 3.6.1 Defining User Return Classes

An institution may define its own user return classes based on the seeded 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 a system class and then exclude or delete individual fields.

Administrators can, if required, enter for a particular field, a default or constant value that supersedes the calculated value.

Defining user return classes involves:

- Validating System Return Classes
- Creating a New User Return Class

### 3.6.1.1 Validating System Return Classes

HESA changes the statistics that they need universities to report on, from year to year. HESA publishes these requirements in their manuals. System return classes are seeded and cannot be updated. When HESA add fields to a return, a patch will be provided to add the new fields to the system return class and derive the fields in accordance with the rules specified by HESA.

Use the View System Return Class window to view HESA fields included for a selected seeded return class. The value in the **Return** check box indicates the HESA fields that are compulsory for all students at all institutions. The **Closed** flag is checked for all fields that are no longer used but need to be included in the HESA return to ensure that the format of the file produced meets HESA requirements.

#### Navigation

HESA Returns > HESA Setup > View System Return Class

#### Additional Notes

Query the return class and check validity per current HESA return requirements.

### 3.6.1.2 Creating a New User Return Class

Use the Maintain User Defined Return Class window to create a new user return class. When producing a return for submission to HESA, all fields must be included for the file to meet the format requirements defined by HESA.

When producing a return to generate data for internal reporting or to assist in preparing other external returns such as the HESES return, you can choose which fields to include.

You can copy the class definitions from an existing user return class or a system return class. Return class definitions include HESA fields and any default or constant field values.

The field constant allows you to override the field value derived by the extraction process. If a field constant is specified, this replaces the derived value. Using field constants can be useful when your institution always returns the same value for this field for all students included in the return. For example, if the Campus Identifier for the Student or Combined return is always returned as A for all students then the value A could be specified for the CAMPUS field in the user return.

The field default allows you to define a default value to be used when a value is not derived for a particular field in the return. You can define default values for compulsory fields. For example, a default value of 1 - The student has no known

disability - could be defined for the disability allowance field DISALL. If the extract process does not find any data for the disability allowance field for a student, the default value would be assigned to the disability allowance field in the return for that student. This means that the disability allowance field does not have to be set explicitly for all students, only those for whom the default value does not apply. Using default values in this way can reduce the amount of data entry that has to be completed prior to running the HESA extract process.

Default values are only used when the field is to be derived for a student. For example, the Additional Support Band is only required for students who are funded by the Learning and Skills Council (LSC), which is shown as code 1 or 3 in field 6, FE student marker. If a default is specified for the Additional Support Band field, this is only applied to students with FE student marker of 1 or 3, it is not applied to students with a FE student marker of 2 or 4.

## Navigation

**HESA Returns > HESA Submissions > Maintain User Defined Return Class**

### Steps

1. In the Maintain User Defined Return Class window, select a seeded system return type.

**Note:** To define user return classes for a DLHE return, select the system return type of DLHE.

2. Enter a name and description for the new user return class that you are creating.

The first and third segments of the record ID for the new return class are automatically populated. The first segment defaults to the current year. This means that, depending on when the user return class is created, you may need to change the value generated for the first segment. For example, if you are defining the user return class for the July 2004 return in June 2004 the first segment would be populated with 04, but HESA will be expecting the value 03. The third segment denotes the system return class selected.

3. For the second segment, select the type of record that you want to generate, such as main record, visiting and exchange students, or low credit programs.
4. Select the HESA fields to be returned by this user return class. If required, you may define for these HESA fields constant values that would override extracted values or values to be taken as default if the extracted value is null.

5. Click **Copy From User Class** to copy a previously defined user return class. A warning appears indicating that all fields on the screen will be deleted and a new set of records will be inserted. Click **OK** to retrieve a list of existing user return classes. Select the one required and click **OK** to populate all its fields for the new user return class. Use the **Include** check box to deselect a copied field and exclude it from the extract or delete the field from the return. Add additional fields that you require for the new user return class.

**Note:** As you cannot exclude or delete fields that HESA defines as mandatory, click **Get Default Values** to define a new user return class for HESA reporting which includes only the HESA mandatory fields that you require.

6. Alternatively, click **Get Default Values** to copy all the fields from the system return class into the new user class. A warning appears indicating that all fields on the screen will be deleted and a new set of records will be inserted. Click **OK**. Use the **Include** check box to deselect a copied field and exclude it from the extract or delete the field later from the return. Add additional fields that you require for the new user return class.
7. Save your work.

A warning will appear if you have selected the fields individually or copied an existing user return class which only includes the mandatory fields that you require when defining a return class which does not include all the HESA mandatory fields. Click **OK**.

**Note:** You cannot directly exclude or delete fields that HESA defines as mandatory.

### 3.6.2 Defining Submissions

A submission defines the HESA reporting period and the returns to be generated. A submission can include several return types. For example, a submission can include a Combined return and the associated DLHE return and include all user returns covering the same HESA reporting period. This means that if your institution submits both a Combined return and the Student and Module returns, these can be included in the same submission definition.

When adding a Student, Combined or Module user return to a submission, you are required to specify the academic calendar types that are to be used when identifying the student program attempts to include in the return.

When adding a DLHE return to a submission, you are required to define the qualifying periods for the return. The qualifying period records define the qualifying period, the census date and the period during with the on-line survey

will be available to the student. The qualifying period type, which can be L - leavers or R- research, determine which set of rules are used when assessing a student's potential of being included in the DLHE target population.

For a submission, administrators can define offset days and validation country. Offset days are applied to either the start date of the academic calendar instance associated with the student program attempt or the student program attempt commencement date. Students who discontinue their program during the offset period are considered early leavers and are excluded from the HESA return.

The validation country is used when deriving fields which are only required to be completed by institutions in the specified country. The offset days and validation country are not used when generating the DLHE return. For more information on the DLHE return and identifying the target population, see Identifying Participants.

### Prerequisites

HESA must provide DLHE census dates.

User return classes must be defined.

### Navigation

**HESA Returns > HESA Submissions > Maintain Submissions**

### Steps

1. In the Maintain Submissions window, define the submission and reporting period, and the country for which the extract is to be generated.

The reporting period describes the period that the HESA submission applies to, and for the Student and Combined returns, determines the students for which changes to records are reported to HESA.

2. To exclude from the Student and Combined returns, students who discontinue their program within the offset number of days of starting, enter the number of offset days, and select the **Apply To Attempt Start Date** check box.

Optionally, to exclude students from the HESA return who discontinue their program within the offset number of days from the start of the academic calendar in which they enrolled in their program, select the **Apply To Calendar Instance Start Date** check box.

**Note:** If a value is entered in the Offset Days field, either the **Apply to Attempt Start Date** check box or the **Apply to Calendar Instance Start Date** check box must be selected. The offset days do not affect DLHE returns.

3. Select the required user return class and attach this to the submission period.

You can enter more than one user return class. If the user return class is for late returns, the late return start and end dates are automatically populated with the value you selected in the second segment of the Record ID field when defining this user return class. The default values of September 16 and November 3 of the current year are seeded for late returns but you can change these dates, if necessary. If the user return class selected is not a late return, the late return start and end dates fields are disabled.

**Note:** If the institution is submitting a student and module return, then a user return class for both the student and module returns must be attached to the submission.

4. For the Combined, Student and Module returns, select the academic calendar instance for the new submission period being created in the Calendar tab. You can select more than one calendar for a submission return.

The calendar type, and calendar start and end dates are automatically populated.

**Note:** Academic calendars must be specified for all academic calendars types that have associated student program attempts to be included in the HESA return. The calendar instance must overlap some portion of the submission enrollment period defined.

5. In the Qualifying Period tab, create qualifying periods based on the survey details provided by HESA.

For more information, see *Defining Submission, Return and Qualifying Periods*.

6. Use the History tab to view the sequence number of each return, the system generated unique identifier of the extract, if the return was processed for internal use or for external use, the date that the extract was run, and when the return was sent to HESA.

**Note:** If a return has not been run, there will be no history records.

You can enter the date that the return was sent to HESA, the result of local validation using the HESA validation kit, and the result of the validation run by HESA when the return is submitted. Select the **Delete** check box to remove all extract data lines associated with the extract run.

7. Save your work.

Once all the user returns associated with a submission have been submitted to HESA and processing of the returns is complete, including marking the

program attempts, return to the Maintain Submissions window and select the **Completed** check box. This closes the submission and prevents further use of it.

For more information on updating the student program attempts included in the return with the submission name, the return name and the return ID, see Marking Program Attempts.

## 3.7 Producing HESA Returns

Throughout each academic year, the university maintains information on programs and students that HESA require for reporting. When the submission describing the HESA reporting period, and the returns to be produced, have been defined in Oracle Student System and the HESA data is complete, you can run the process that derives the HESA data for a return.

A return can be produced for a single student, all eligible students, or a subset of students.

Administrators define criteria that the HESA extraction process uses to identify the students for whom the HESA data is to be produced. You can review the data that the HESA extraction process generates and produce the file which can be validated locally on your PC using the HESA validation kit. This ensures that file is always validated using the most up-to-date validation rules.

You can then review the errors reported by the validation kit and amend the source data within Oracle Student System. When the data has been corrected, the extract process can be re-run, using the same or revised extract criteria. Alternatively the administrator can identify and flag records to be recalculated. This process can be repeated until you have a full return which passes the local HESA validation and can be submitted to HESA.

The process of producing HESA returns involves:

- Generating and Updating HESA Data
- Producing the Return for HESA Submission

### 3.7.1 Generating and Updating HESA Data

The data for the HESA returns is produced by the Generate HESA Extract concurrent process which is run from the Define Extract Criteria window, allowing administrators to define criteria for extracting the HESA data.

A Student, Combined or DLHE return can include all eligible students, an individual student, or a subset of the student population. When you have defined

the criteria for identifying the records to be included in the return, you can run the extract process. The data derived for the HESA records is saved to the database, and the error report is run automatically.

You can review the records produced. You can manually include records that were not included in the return, exclude records that were produced to prevent them being written to the physical file, or mark records for recalculation. You can also enter values to override values derived for the HESA fields of a record. These values will not alter the Oracle Student System data, only the data that is written to the physical file.

The extraction process for the Student and Combined returns, generates one record for each student instance. HESA defines a student instance as HUSID + INSTID + NUMHUS (HIN) for which the extraction process produces one record per student program attempt student instance number for all students who:

- first enrolled in the program before or during the HESA reporting period
- or left in a previous HESA reporting period and were awarded during the current submission reporting period

If a student has several student program attempts with the same student instance number, only the most current one is included with the earliest commencement date of all the student program attempts and the same student instance number.

If an override commencement date exists at the student program attempt level, this is returned as the program commencement date.

To derive the YEARSTU field, the extraction considers the total number of academic years with unit enrollments for all program attempts with the same student instance number. It considers unit enrollment for the unit attempt statuses of *Completed*, *Discontinued* and *Enrolled*.

Each academic year is only counted once when calculating the YEARSTU. An academic year is identified as having a calendar category of Academic Calendar. Unit attempts with unit attempt status of *Dropped* are not considered or reported to HESA. For transfers, the programs must be within the same academic calendar category, or unit sets and unit enrollments must be manually reviewed and corrected to ensure that unit enrollments exist for all years of program to be counted towards the YEARSTU on the program transferred into.

While deriving the major source of tuition fees, the extraction process considers first the payment of fees by the Student Loan's Company (SLC) and takes into account the special student indicator and the mode of attendance. The process considers the Local Education Authority supporting the student and whether the SLC is paying the full tuition fee to derive the correct code.

To enable this, SLC LEA codes are set up as HESA codes and mapped to MSTUFEE codes. The LEA is derived from the SLC student id, which is held as an alternate person id with system type Student Loan Company ID.

To determine if a sponsor pays tuition fees, the administrator must set up a Pays Only record for tuition fees when assigning the student to the sponsor.

Generating and updating returns involves:

- Defining Extract Criteria
- Generating and Monitoring the Return
- Editing, Recalculating, and Regenerating the Return
- Identifying Extraction Errors

### 3.7.1.1 Defining Extract Criteria

Use the Define Extract Criteria window to specify the records to be included in the return. The criteria for defining which students to include or exclude from a Student or Combined return include program, program group, program category, year of program, responsible organizational unit, student type, person ID group or person number.

The student type includes criteria for producing reduced returns. Examples of student types are dormant students, further education students, visiting and exchange students, and students studying wholly outside the UK.

**Note:** You cannot specify any criteria when producing a Module return. The modules included are derived from the associated Student return.

You can either exclude a record, or run the extract for records that satisfy the criteria defined. For example, you can choose to generate an extract only for students taking BA History. Or you can run the extract for all students and choose to exclude students taking BA History.

For DLHE extracts, you can exclude or include students in a person ID group, or students with DLHE records of a specified status. You can also exclude a single student or run the extract for a single student, if required.

**Note:** If no extract criteria are specified, the extract will include all students and programs. When the extract is re-run, all records previously generated are deleted. When records are recalculated only the records flagged are regenerated, other records are unaffected.

## Prerequisites

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

## Navigation

HESA Returns > HESA Submissions > Define Extract Criteria

## Steps

1. In the Define Extract Criteria window, query a submission user return.
2. Select if the extract will be generated for internal use by your institution or for use by institutions or agencies external to your institution.  
**Note:** If the extract is marked as external, you must enter a name for the extract file and the location where the file is to be saved.
3. If producing a Module return, select the Student return ID in the Student Return Name field. This field is only enabled for Module returns. All the tabs are disabled for Module returns because the process generates for this return one record from the associated Student return for each module reported.
4. Save your work to generate the extract run ID for your extract and make available the lists in each of the tab pages.
5. In the Program Category tab, select the program categories that the extraction process must exclude, or those that the process must consider. If a program category is specified, the process includes/excludes all students enrolled in programs within the category.
6. In the Organizational Unit tab, select to exclude or consider programs by the organizations responsible for programs. If an organizational unit is specified the process includes/excludes all students enrolled in programs for which the organizational unit is responsible.  
**Note:** To call a filtered list of organizational units in the Define Extract Criteria window, use the Function Filter tab in the Organizational Data Setup window to filter possible organizational units required for the HESA extract.
7. In the Program Group tab, select the program categories that the extraction process must exclude or those that the process must consider. If a program group is specified, the process includes/excludes all students enrolled in programs within the program group.

8. In the Other Program tab, select to restrict the extraction either by program, by unit set, or by both program and unit set. If a program is specified, the process includes/excludes all students enrolled in the program. If a unit set is specified, the process includes/excludes all students enrolled in the unit set.
9. In the Student tab, select *Yes* or *No* to exclude or include only dormant students, students studying wholly outside the UK, visiting students or students on an exchange program, or students of further education.

Dormant students are those who are intermitted for the whole of the HESA reporting period. Visiting/Exchange students are those reported to HESA with the special student code of 3-8. Students studying wholly outside the UK are those for whom the HESA location of study code is derived as 7. Further Education students are those for whom the HESA student FE marker is derived to have the values, 1, 3 and 4.

Use a combination of characteristics to restrict the students included. For example, if you produce reduced returns for dormant, further education, visiting and exchange students, and students who are studying wholly abroad, you can exclude these students from the main Student or Combined return by selecting *Yes* in the Exclude column for all 4 of these student types.

10. In the Person tab, you can choose to run the extract for all the students in a person ID group, or exclude all students in the person ID group. To do this, enter a person ID group under *Only* and enter the person ID group to be excluded under *Exclude*.

You can also either exclude just one student from a return or run the return for a single student by selecting the person number in the exclude/include column.

11. In the DLHE tab, enter the DLHE record statuses that the extract must consider or ignore. For information on DLHE statuses, see Guidelines in Submitting Surveys.

**Note:** Only the DLHE tab and the Person tab are enabled for DLHE returns.

12. Save your work.

### **Additional Notes**

The criteria for specifying which students should be included in a return can be combined. For example, you can run the return for all students except ones who are enrolled in a program. To do this, select the program code in the Program Only column of the Other Program tab and the person number in the Person Number Exclude column of the Person tab.

Different criteria can be used for each run of the return. To do this, first delete the criteria displayed and enter the new criteria. This deletes all previously generated records before new records are created.

### **3.7.1.2 Generating and Monitoring the Return**

Use the Define Extract Criteria window to launch the extraction process for a given submission, return class, and set of extract criteria.

#### **Prerequisites**

User return classes, submission periods, and extract criteria must be defined.

Oracle Student System, HESA and UCAS codes must be mapped, including those for special student and mode of study.

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

HESA tariff levels must be defined and mapped to Oracle Student System awards. The UCAS Tariff and FTE must be calculated for all students included in the HESA return.

The recording of the HESA program, student and leavers data must be complete.

#### **Navigation**

**HESA Returns > HESA Submissions > Define Extract Criteria > Generate Extract**

#### **Additional Notes**

Clicking **Generate Extract** in the Define Extract Criteria window starts the extraction process. This submits a concurrent process which produces the HESA return and saves it to the database. The progress of the process can be monitored through the Concurrent Manager.

For information on generating a Module return after completing a Student return, see step 3 of Defining Extract Criteria.

### **3.7.1.3 Editing, Recalculating, and Regenerating the Return**

Use the Maintain Extract window to view and edit the return. You can add or remove records from the return or override field values for selected records. You can also select records to be recalculated.

When adding a record to a return, you must enter values for every field in the return. If you select a record and mark it for exclusion, this record is then left out of

the actual flat file that is created for submission. If you specify a field override value, this does not replace the derived value in the database but is written to the return flat file.

After viewing the extract, you may want to redefine the extract criteria and re-run the extract. To do this you can navigate from this window directly to the Define Extract Criteria window.

### Prerequisites

Extract criteria must be defined and the extract generated for the return.

### Navigation

HESA Returns > HESA Submissions > Maintain Extract

### Steps

1. Query by the submission period and user return class, by extract run ID, or by the date on which the extract was run.

If records were manually inserted after the extract was run for this submission period and return class, the **Manually Inserted** check box is selected.

This retrieves all records for the return. To reduce the set of records retrieved, query the student, the program or the module. If you query the program, the records for all students enrolled in the program are retrieved.

2. To exclude records from the return, select the **Exclude From** check box.
3. To manually include a record in the return, select **File> New**.

If inserting a record into the Student or Combined returns, select the person number and program code. If inserting a record into the Module return, select the unit code. If inserting a record into a DLHE return, select the person number.

Select each field required in the return, and enter the value.

4. To mark records to be recalculated, select the Recalculate check box.
5. If required, enter a new value for a field to override the calculated value when the physical extract flat file is created.
6. Save your work.

7. To recalculate marked fields, click **Recalculate**. This in turn runs the extraction process again generating a new extract with recalculated values for specified fields.
8. To re-run the return for the same records once the source data has been corrected, click **Extract Criteria**. In the Define Extract Criteria window, click **Generate Extract**.

**Note:** When an extract is rerun, the previously generated records are deleted. During this process the field override values, manually inserted records, and the flags indicating which records to exclude from the physical file, are deleted.

#### 3.7.1.4 Identifying Extraction Errors

The Extract Run Exception Report - Landscape concurrent process is called automatically from the extraction process. When the report is complete, view the errors in the extraction process for a given run. The report includes details of the records that were not included in the return because of missing or invalid data and fields for which a value could not be derived.

You can also run this concurrent process from the concurrent manager.

#### Prerequisites

An extract must have been produced for the return.

#### Navigation

**Requests > Concurrent Manager > Run > Requests (Single Request) > Extract Run Exception Report - Landscape**

#### Steps

1. Enter the extract run ID and run the report.
2. View the output from the View Requests window.

### 3.7.2 Producing the Return for HESA Submission

When you are ready to validate the return using the HESA validation kit or to submit the return to HESA, you can generate the physical file. This is a flat file either in fixed length format or comma separated.

When a return has been submitted to HESA, administrators can mark student program attempts that have been reported to HESA to avoid duplication of information. When all the returns associated with a submission have been

submitted to HESA and no further processing of the returns is required, the submission can be closed preventing further use and reruns of the returns.

Producing the return for submission to HESA involves:

- Generating the Return Flat File
- Marking Program Attempts
- Preventing Re-runs of Returns within a Submission

### 3.7.2.1 Generating the Return Flat File

Use the Create Extract File window to generate the physical file.

#### Prerequisites

A HESA extract must have been run.

#### Navigation

**HESA Returns > HESA Submissions > Create Extract File**

#### Steps

1. To create an actual extract file, enter the ID of the extract generated.
2. Select the format in which file is to be created in the Create Extract File window.

If the file already exists you will be warned and asked if you wish to overwrite it. Click **OK** to continue, then click **Create File**.

**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. The file is placed on the application server from where it can be copied and downloaded to a local PC and run through the HESA validation kit.

### 3.7.2.2 Marking Program Attempts

Use the Mark Program Attempts button in the History tab of the Maintain Submissions window to mark student program attempt records included in a Student or Combined return that were submitted to HESA. You can update the student program attempts included in the return with the submission name, the return name and the return ID.

**Note:** The Mark Program Attempts button is disabled for a DLHE submission. Marking student program attempt records with return details does not prevent further HESA processing of this record.

**Prerequisites**

The HESA Generate extract process must have been run for the user return.

**Navigation**

**HESA Returns > HESA Submissions > Maintain Submissions > History > Mark Program Attempts**

**3.7.2.3 Preventing Re-runs of Returns within a Submission**

If all user returns of a submission have been submitted to HESA and all processing of the returns completed including marking of the program attempts, you can flag the submission as complete to prevent further use of the returns.

The files for submission can be produced after the submission has been marked as complete but the extract process cannot be re-run for any of the returns. To do this, select the **Completed** check box in the Maintain Submissions window.

**Prerequisites**

Processing of all returns associated with a submission must be complete.

**Navigation**

**HESA Returns > HESA Submissions > Maintain Submissions**



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# Universities and Colleges Admissions Service

The Universities and Colleges Admissions Service (UCAS) manages admissions for prospective students. UCAS interacts with universities and colleges on the students' behalf.

Oracle Student System provides a UCAS interface to enable this functionality. See the UCAS Overview for conceptual information.

This chapter details the following topics:

- What's New In This Release
- UCAS Overview
- Managing UCAS Admissions Cycles
- Creating Data for UCAS Interaction
- Managing UCAS Applications

Unless otherwise noted, the required responsibility for performing the above tasks is **Oracle Student System Super User**.

## 4.1 What's New In This Release

In this release, Oracle Student System has the following new and modified features:

- Improved Search
- Substitution
- Admission Decisions
- Academic History

- Admission Process Category

## 4.1.1 Improved Search

### 4.1.1.1 Retrieving a Group of UCAS Applications

You can now use the new Group Applications Search window to do a more detailed search and retrieve a group of applications. You can then select an application from the group retrieved, and work on it before moving onto work on another. The tasks available are creating and editing associated transactions, working on the application in the UCAS tables, and working on the application in Oracle Student System (Applications window).

## 4.1.2 Substitution

A UCAS application is said to be substituted when the original educational institution should no longer process it. The institution information in a UCAS application can change if it was incorrect to begin with or if a joint admissions application is passed on to the next educational institution in the group.

Substituted applications must be removed from the original institution since institutions must only see applications that they must process. To ensure this application choice invisibility, applications in Oracle Student System are marked as obsolete. If an applicant only has one application choice that is substituted, the alternate person ID is closed.

### 4.1.2.1 Checking for Substituted Choices

Depending on the UCAS system (FTUG, NMAS, SWAS or GTTR) and the interface (HERCULES or MARVIN) in use, UCAS informs institutions of substitutions in a number of ways. This information is processed to create Expunge Records in the UCAS interface which can then be used to remove or obsolete the relevant applicant and application details.

The Load Marvin Files Data process now checks the Reason For Transmission for \*C transactions as it loads data into the interface tables. \*C transactions indicate applications that have been substituted, and these are trapped and processed accordingly.

UCAS could send an initial \*C transaction substituting choice 1, and then send a second transaction substituting choice 1 and choice 2. This would result in multiple expunge records for the same applicant and choice. To prevent this, the Load Marvin Files Data concurrent process checks for \*C transactions and creates a \*W

transaction for these applications, ensuring that the substituted application is removed from the UCAS interface.

If the applicant has only one application at the university, a date is entered to end the validity of the alternate person ID, and all applicant details are deleted from the UCAS interface

The Process UCAS Data concurrent checks \*W transactions while checking for duplicate application records and generates a Hercules ivstarW view indicating substituted application choices.

#### **4.1.2.2 Displaying Lost Choices**

The Expunge Wrong Applicants window now displays lost choices along with their choice numbers. These choices now include those for Extra processing as well as the ones for standard processing. The check box for the choice is automatically selected for a lost choice.

Records once expunged are not displayed in the Expunge Wrong Applicants window.

#### **4.1.2.3 Removing Access to Lost Choices**

The Expunge Wrong Applicants concurrent process now deletes lost choices from the UCAS interface and marks these applications in Oracle Student System as obsolete.

### **4.1.3 Admission Decisions**

#### **4.1.3.1 Building Conditions for UCAS Decisions**

In the Generic Condition Builder window, you must now associate a new offer condition to a UCAS decision of unconditional offer (U), conditional offer (C), interview (I) or withdrawal (W).

You can change values in the new UCAS Decision field even after the offer condition has passed UCAS verification (status A).

#### **4.1.3.2 Amending Transactions in Self-Service**

In this release, you can now enter an admission outcome in self-service. This automatically generates a transaction which you can review and amend in self-service before exporting to UCAS.

A new Enter UCAS Transaction Details page displays the details of the transaction produced when you enter an admission outcome in self-service that maps to the UCAS decision of unconditional offer (U), conditional offer (C), interview (I), or withdrawn (W). You can update the transaction details and review the updated transaction.

#### 4.1.3.3 Choosing a Different Condition

You can decide to save the transaction as it is with pre-selected condition or choose an alternative from the available conditions displayed in the new UCAS Condition Library page. You can select a different condition and navigate to the new UCAS Condition Details page to view its details.

#### 4.1.3.4 Reviewing Amended Transactions

You can now review the amended transaction, edit further if required, and save the changes in the new Review UCAS Transaction Details page.

#### 4.1.3.5 Validating Outcome Transactions

All transactions generated on entering an outcome are automatically validated, whether in self-service or directly created in the UCAS Transactions window. The transaction Validations include:

- If a valid interview date is entered in the **Comments in Offer** field for an interview decision
- If conditions that the applicant must satisfy are entered in the **Comments in Offer** field for a conditional offer

The **IGS: Hold UCAS Transactions** profile option is used when the transaction is created. If it is set to *Yes* then the Hold Flag is set to *Yes*. This allows the system to be set up so that all transactions are set to *Hold* (by responsibility or user) and must be released by an administrator. Irrespective of the profile option setting, if validation fails, the Hold Flag is set to *Yes* both in the back office forms and in self-service.

### 4.1.4 Academic History

As part of academic history or previous education information, UCAS supplies the name of the previous school at which the applicant earned the degree and the year the applicant left the school. This is given in the Marvin \*H information and in the ivstar H Hercules view as well as in the \*J file distributed by UCAS from where it must be imported or entered manually.

#### **4.1.4.1 Merging Previous Education with Academic History**

The Export HESA Data to Student System Process concurrent process while importing \*H UCAS data now:

- Converts the UCAS 2 digit year into a full date using the default day and month from the UCAS set up
- Populates the academic history tables in the UCAS interface and uses the Admission Import Process to import these details

#### **4.1.4.2 Setting up Academic History for Import**

You must now include academic history for the source category of UCAS PER to import academic history details. Set the discrepancy rule to Updating Existing Values With Imported Values to ensure that an existing academic history record is updated if there is more than one academic history record for an applicant.

#### **4.1.4.3 Entering Previous Institution Details**

In the Academic History Details window when the country profile option is set to UK, you can enter transcripts only for secondary and post-secondary schools.

#### **4.1.4.4 Entering Qualification Results**

As part of capturing an applicant's previous education or academic history, you can now enter qualification results or grades from grading schemas that map to the system grading schema type of Secondary and Tertiary Award.

### **4.1.5 Admission Process Category**

#### **4.1.5.1 Using Application Types to Derive APC Steps**

The Start New UCAS Cycle and Export Applications to Student System Process concurrent processes will now use the application type instead of the Admission Process Category (APC) to roll forward and derive APC steps.

## **4.2 UCAS Overview**

Prospective students in the United Kingdom submit applications for university and college admissions to multiple institutions and programs through the Universities and College Admission Service (UCAS).

Applications for full-time undergraduate (FTUG) programs are made through UCAS. Applications for other programs are made through the following small systems:

- *Nursing and Midwifery Admissions Service (NMAS)*: The central UK organization that accepts and processes applications to Nursing and Midwifery diploma courses
- *Social Work Admissions Service (SWAS)*: The organization that handles applications for postgraduate social work programs
- *Graduate Teacher Training Registry (GTTR)*: The central UK organization that accepts and processes applications to postgraduate teaching courses

Each combination of an institution and a program is referred to as a *choice*. The exact number of choices allowed per student varies according to the admissions system controlling the application - FTUG, NMAS, SWAS or GTTR.

Depending on the type of programs the student is applying for, choices are either sent simultaneously to all institutions, or sequentially by choice number. The latter is known as *Route B processing* when processing full-time undergraduate applications.

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, you must 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 offers, application outcomes and offer responses, must be set up to ensure that information passed back and forth between UCAS and Oracle Student System is understood on both sides.

All communication between applicants and the institutions they are applying to takes place through UCAS. A high level view of the applicant/UCAS/institution communication process follows:

- Prospective students submit their applications to UCAS
- UCAS forwards the applications to the relevant institutions
- UCAS forward details of previous examinations taken, and details of examinations due to be taken

- The universities and colleges process the applications and pass their decisions back to UCAS
- The decisions are then forwarded to the applicants who reply to UCAS
- UCAS then forwards the student responses back to the institutions
- UCAS forwards the released examination results which are used to make a final decision of offer. The final decision is sent to UCAS for forwarding to the applicants. The applicants response to an offer is received by UCAS, then sent to your institution

Applicants who either do not receive any offers, reject those they do receive, do not meet requirements for conditional offers, or send their application to UCAS after the deadline, are eligible for *Extra Application Processing* or *Clearing*. Both of these processes allow non-standard application submission. *Clearing* permits individuals to approach institutions directly and *Extra Processing* allows an additional application to be made through the UCAS process.

UCAS specifies a date by which *Extra Processing* must be completed and after which *Clearing* starts. Both *Extra Processing* and *Clearing* are available for FTUG applicants. NMAS applicants can only apply for *Clearing*.

An *Extra Processing Passport* allows applicants to make an additional application for another program or to another institution. The new application is processed as a 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, allowing them to approach institutions directly for available seats.

## 4.3 Managing UCAS Admissions Cycles

Oracle Student System supports multiple UCAS admissions cycles. For example, you can start processing applications for the next admissions cycle, and switch back to the previous session to import the final release of application data from UCAS for the previous admissions cycle.

Managing multiple UCAS admissions cycles involves the following tasks:

- Starting a New Admissions Cycle
- Configuring Oracle Student System for a UCAS Cycle

### 4.3.1 Starting a New Admissions Cycle

Each year, UCAS start a new Cycle for applications. This cycle change is often accompanied by changes to the processes followed, and to the data passed between UCAS and the institutions.

When a new admission cycle starts at UCAS, administrators run the Start New UCAS Cycle concurrent process to change the UCAS interface of Oracle Student System, enabling it to work with the next new cycle. This includes incrementing the entry year and application number ranges for the small system control details and resetting the time of year flag for the Small Systems control details.

The current cycle once changed, for example to 2004, can never be reset to the old cycle of 2003. You can no longer enter new transactions for 2003 but you can process existing transactions for it. To switch back and work with the old cycle, you must run the Configure System for UCAS Cycle concurrent process. For more information, see Configuring Oracle Student System for a UCAS Cycle.

#### Prerequisites

A new cycle must have started at UCAS.

#### Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > Start New UCAS Cycle**

#### Additional Notes

This concurrent process has no parameters. When you submit the request, the system displays the request ID.

### 4.3.2 Configuring Oracle Student System for a UCAS Cycle

There can be outstanding processing from the previous cycle that needs to be completed after a new UCAS cycle starts. Administrators may also need to process updates from overlapping UCAS cycles. This means that the Import From UCAS concurrent process needs to be able to work with multiple cycles.

To do this, run the Configure System for UCAS Cycle concurrent process. This configures the UCAS system to work with the selected or targeted UCAS admissions cycle using the cycle's database structure and details.

For information about defining and updating academic and admissions calendars for the new UCAS admissions cycle, see the *Oracle Student System Implementation and Administration Guide*.

The concurrent process enables the UCAS system in Oracle Student System to support more than one UCAS cycle. You can use this to switch the system between the supported cycles.

**Note:** The system can only be configured for a single cycle at a time. You cannot run this with the Load Data from HERCULES concurrent process.

The terminology for cycles is as follows:

- Current cycle: The cycle that UCAS designate as the current applications cycle.
- Configured cycle: The cycle to which Oracle Student System is currently configured.
- Target cycle: The cycle to which Oracle Student System should be configured by the process. This is one of the input parameters of this concurrent process.

### **Prerequisites**

The UCAS Hercules system that the Oracle Student System is communicating with must have been switched to the same UCAS admissions cycle as the target cycle being configured.

### **Navigation**

**Requests > Concurrent Manager > Requests > Run (Single Request) > Configure System for UCAS Cycle**

### **Steps**

1. Run the Configure System for UCAS Cycle concurrent process.

For information on running a concurrent process, see Concurrent Process Procedures.

2. To set the parameters, refer to the following table.

The following table describes the Configure System for UCAS Cycle concurrent process parameters:

**Table 4–1 Configure System for UCAS Cycle Concurrent Process Parameters**

Parameter	Description
Target UCAS Cycle	You must select the admissions cycle for which applications will be processed by the UCAS interface.
Database Link Name	You must select the appropriate database link as defined by your Database Administrator to connect to the UCAS HERCULES system.

3. Apply the parameters and submit the request.

For detailed steps to complete the request, see the *Oracle Applications System Administrator's Guide*.

## 4.4 Creating Data for UCAS Interaction

UCAS supplies reference data and application details to Oracle Student System. This data enables interaction between UCAS and Oracle Student System.

Reference data includes information on educational institutions, subjects, qualifying examinations, and UCAS codes used in applicant records and in application processing. See *Importing UCAS Reference Data* for specific examples.

UCAS reference data is imported using the Hercules interface, and is complemented by data uploaded from the small systems using a flat file interface. The small systems are the Nursing and Midwifery Admissions Service (NMAS), the Social Work Admissions Service (SWAS) and the Graduate Teacher Training Registry (GTTR).

Additionally, institutions can manually maintain reference data and pass this back to UCAS directly through the UCAS views in Hercules.

Creating and maintaining UCAS reference data involves:

- Importing UCAS Reference Data
- Processing UCAS Data
- Entering and Maintaining Reference Data
- Maintaining UCAS Program Reference Data
- Maintaining Application Processing Reference Data

## 4.4.1 Importing UCAS Reference Data

UCAS reference and control data is imported into Oracle Student System through the UCAS HERCULES interface. You must then map UCAS data to Oracle Student System data and enter information specific to your institution where required.

Reference data includes:

- Entrance qualifications including exam level, awarding body, and subjects
- Offer subject and offer abbreviations
- Applicant details including domicile, disability, ethnicity and social class
- Fee sources
- Residence categories affecting fee status
- Institutions
- Schools, including school types and establishment groups
- Institution profile including outstanding decision listing, sequences for application receipt, contacts and correspondence groups
- Error codes for failed UCAS transactions

UCAS also supports small systems applications for NMAS, SWAS, and GTTR. To enable this, you must import small system reference data into Oracle Student System from flat files provided by UCAS. Each flat file contains a category of data for a specific small system. Examples include GTTR degree subjects, NMAS error codes or SWAS institution codes.

Setting up UCAS reference data involves the following tasks:

- Downloading Hercules Reference Data
- Loading GTTR Degree Subjects
- Loading Small Systems Institution Data
- Loading Marvin Error Codes

### 4.4.1.1 Downloading Hercules Reference Data

Run the Load Hercules Data concurrent process to download all new and updated reference data from UCAS into interface tables.

This concurrent process is used to download reference and application data from Hercules to load interface tables.

## Prerequisites

The UCAS Admissions cycle must be set up and configured.

## Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > Load Hercules Data**

## Steps

1. Run the Load Hercules Data concurrent process.

For information on running a concurrent process, see *Concurrent Process Procedures*.

2. To set the parameters, refer to the following table.

The following table describes the Load Hercules Data concurrent process parameters:

**Table 4–2 Load Hercules Data Concurrent Process Parameters**

Parameter	Description
Load Reference Data	Set to Y to import the time-stamped reference data from the FTUG Hercules system. By default this is set to N.
Load External Reference Data	Set to Y to import the non time-stamped reference data from the FTUG Hercules system. By default this is set to N.
Load Application Data	Set to Y to import student applications. By default this is set to N.

3. Apply the parameters and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

#### 4.4.1.2 Loading GTTR Degree Subjects

Run the Load Marvin Degree Subjects data for GTTR System concurrent process request set to load GTTR degree subjects. This concurrent process is a request set that comprises:

- Load Marvin Degree Subjects for GTTR System, which loads GTTR degree subjects in the interface
- Import Marvin Degree Subjects for GTTR System, which imports degree subjects from the interface into Oracle Student System.

#### Navigation

**Requests > Concurrent Manager > Requests > Run (Request Set) > Load Marvin Degree Subjects data for GTTR System**

#### Steps

1. Run the Load Marvin Degree Subjects data for GTTR System concurrent process.  
For information on running a concurrent process, see Concurrent Process Procedures.
2. Click in the Parameters column of the Submit Request Set window. This opens the Parameters window.
3. Enter the name and full location of the Marvin Degree Subject file.

#### Example:

```
/home/username/data/gttr_degree.dat
```

where /home/username/data is a directory on the application sever and gttr\_degree.dat is the name of the file to be processed.

See the *Oracle Applications System Administrator's Guide* for detailed steps to complete the request.

#### 4.4.1.3 Loading Small Systems Institution Data

Run the Load Marvin Institution Codes data concurrent process request set to upload institution information data for each small system.

This request set comprises the following concurrent processes:

- Load Marvin Institution Codes, which loads Marvin institution codes into the interface

- Import Marvin Institution Codes, which imports institution codes from the interface into Oracle Student System

## Navigation

**Requests > Concurrent Manager > Requests > Run (Request Set) > Load Marvin Institution Codes data**

## Steps

1. Run the Load Marvin Institution Codes data concurrent process.  
For information on running a concurrent process, see Concurrent Process Procedures.
2. Click in the Parameters column of the Submit Request Set window. This opens the Parameters window.
3. Enter the name and location of the data file downloaded from UCAS in the Parameters window of the Load Marvin Institution Codes concurrent process.

### Example:

```
/home/username/data/inst_codes.dat
```

where /home/username/data is a directory on the application sever and inst\_codes.dat is the name of the file to be processed.

See the *Oracle Applications System Administrator's Guide* for detailed steps to complete the request.

4. Select the appropriate system in the UCAS system code parameter of the Import Marvin Institution Codes process. Run this request set once for each small system institution code file.

See the *Oracle Applications System Administrator's Guide* for detailed steps to complete the request.

**Note:** The Load Marvin Institution Codes concurrent process does not need to be run for the 2004 UCAS admissions cycle and beyond as the data is available as part of the Hercules reference data.

### 4.4.1.4 Loading Marvin Error Codes

Run the Load Marvin Error Codes data concurrent process request set for each of the small systems. This imports the relevant NMAS, SWAS, and GTTR error codes.

This concurrent process loads error codes used by the Marvin interface that are not included in the error code listing downloaded from Hercules.

This request set includes the following concurrent processes:

- Load Marvin Error Codes, which loads error codes used by the Marvin interface into the interface
- Import Marvin Error Codes, which imports error codes from the interface into Oracle Student System

## Navigation

**Requests > Concurrent Manager > Requests > Run (Request Set) > Load Marvin Error Codes data**

## Steps

1. Run the Load Marvin Error Codes data concurrent process.

For information on running a concurrent process, see Concurrent Process Procedures.

2. Click in the Parameters column of the Submit Request Set window. This opens the Parameters window.
3. Enter the name and location of the data file downloaded from UCAS in the Parameters window of the Load Marvin Error Codes process.

### Example:

```
/home/username/data/err_codes.dat
```

where /home/username/data is a directory on the application sever and err\_codes.dat is the name of the file to be processed.

See the *Oracle Applications System Administrator's Guide* for detailed steps to complete the request.

4. Select the appropriate system in the UCAS system code parameter of the Import Marvin Error Codes process. Run this request set once for each small system institution code file.

See the *Oracle Applications System Administrator's Guide* for detailed steps to complete the request.

**Note:** The Load Marvin Error Codes concurrent process does not need to be run for the 2004 UCAS admissions cycle and beyond as the data is available as part of the Hercules reference data.

## 4.4.2 Processing UCAS Data

UCAS data must be downloaded from the Hercules interface, or loaded from Marvin files, into the interface tables. From here the Process UCAS Data concurrent process validates the data and then transfers valid data from the interface tables into the UCAS tables.

Data that fails validation is reported, the errors corrected, and the Process UCAS Data concurrent process rerun. Data that passes validation and is transferred to the UCAS tables can be deleted from the interface tables. Data that has not been validated or processed, but which has been superseded by new data from UCAS, can also be deleted.

Processing UCAS data involves:

- Validating Data
- Identifying Invalid Data
- Cleaning Up Interface Table Data

### 4.4.2.1 Validating Data

Run the Process UCAS Data concurrent request to process all data in the interface tables that was downloaded from Hercules or extracted from Marvin files. This concurrent process validates the data and loads only valid data into UCAS tables.

#### Prerequisites

The Load Data from Hercules concurrent process must be run to import reference data.

#### Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > Process UCAS Data**

#### Steps

1. Run the Process UCAS Data concurrent process.

For information on running a concurrent process, see Concurrent Process Procedures.

2. To set the parameters, refer to the following table.

The following table describes the Process UCAS Data concurrent process parameters:

**Table 4–3 Process UCAS Data Concurrent Process Parameters**

Parameter	Description
Process Reference Data	To process only reference data, set this parameter to <i>Y</i> and the Process Application Data parameter to <i>N</i> . By default this is set to <i>N</i> .
Process Application Data	To process only application data, set this parameter to <i>Y</i> and the Process Reference Data to <i>N</i> . By default this is set to <i>N</i> .

3. Apply the parameters and submit the request.

**Note:** It is expected that this process will be run as part of a request set containing the following concurrent processes:

- Load Data from Hercules
- Export Applicant Details
- Export Application Details
- Export HESA Details
- Export Expected Qualifications
- Export Qualification details

See the *Oracle Application System Administrator's Guide* for detailed instructions on setting up a single request set containing all of the relevant concurrent processes.

#### 4.4.2.2 Identifying Invalid Data

Run the Process UCAS Data Error Report to list the data downloaded from UCAS that has failed validation or has failed processing. It is run automatically by the Process UCAS Data process, and can be run independently to report all errors.

This concurrent process has no parameters.

#### Prerequisites

The Process UCAS data process must be run.

## Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > Process UCAS Data Error Report**

### 4.4.2.3 Cleaning Up Interface Table Data

Run the Purge Completed UCAS Data concurrent process to delete processed reference data from the interface tables. Successful processing of data happens when it has passed validation and has been loaded into the UCAS tables.

You can also use this concurrent process to delete unprocessed data from the interface tables if this data has been recently updated by UCAS, making the previously downloaded data obsolete.

## Prerequisites

The Process UCAS data process must be run to process UCAS reference data and transfer it from interface tables to the UCAS interface.

## Navigation

**Requests > Concurrent Manager > Requests > Run(Single Request) > Purge Completed UCAS Data**

## Steps

1. Run the Purge Completed UCAS Data concurrent process.  
 For information on running a concurrent process, see Concurrent Process Procedures.
2. To set the parameters, refer to the following table.

The following table describes the Purge Completed UCAS Data concurrent process parameters:

**Table 4–4 Purge Completed UCAS Data Concurrent Process Parameters**

Parameter	Description
Delete Obsolete Data	Set this to <i>Y</i> to delete from the interface tables unprocessed data that has been updated by UCAS. By default this is set to <i>N</i> .
Delete Processed Data	Set this to <i>Y</i> to delete processed data from interface tables. By default this is set to <i>N</i> .

3. Apply the parameters and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

**Note:** When the Purge Completed UCAS data process is run with the Delete Obsolete Data and the Delete Processed Data parameters both set to Y, only unprocessed data which could not be loaded from the interface tables into UCAS tables, and the latest \*P and \*R transactions, remain in the UCAS interface tables.

### 4.4.3 Entering and Maintaining Reference Data

Reference data is imported afresh from UCAS for a new cycle. Imported data can then be viewed and updated in the Monitor Reference Data, Monitor Common Data and Monitor Institution Profile windows. You can also enter new reference data that is specific to your institution.

All changes and new records must then be sent to UCAS so that their database is updated accordingly. These changes are sent to UCAS using the Export Data to UCAS Process concurrent process.

Entering and maintaining reference data involves:

- Maintaining Institution, Examination and School Data
- Maintaining Your Institution Profile
- Maintaining Reference Data
- Exporting New Reference Data to UCAS

#### 4.4.3.1 Maintaining Institution, Examination and School Data

In the Monitor Common Data window, you can view institution names, examination data and school details imported from UCAS.

You can also create or update data specific to your institution. Select **File > New** to insert a new blank record and enter the relevant details. For manual entry of a new record, you cannot select the **Imported from UCAS** check box.

For more information, see the *Oracle Student System Implementation and Administration Guide*.

#### Prerequisites

The UCAS Admissions cycle must be set up and configured.

Reference data must be imported from UCAS using the Load Hercules Data concurrent process and loaded into the UCAS tables using the Process UCAS Data concurrent process.

## Navigation

**UCAS Interface > UCAS Maintenance > Monitor Common Data**

## Steps

1. In the Institution tab of the Monitor Common Data window, view details of institutions imported from UCAS.

To create a new institution record, enter the alphanumeric code, short name, and institution name. If the institution relates to UCAS or to a small system, select the appropriate check box.

2. In the Exam Subject tab, view all the possible qualifying exams and their details imported from UCAS such as subject, awarding body, award year, sitting, exam level, and external reference.

To add a new exam record, enter the subject ID and code, the exam level, and the award year.

3. In the School tab, view the names of schools imported from UCAS.

To add a new school record, enter the code and the name of the school. Enter the establishment group that the new school belongs to and the type of school, such as grammar school or sixth form, in the General window. Click **Statistics** to enter, if required, statistics on students from this new school opting for further education.

- a. To view government details such as Department of Further Education code and National Center number for a school, select a school in the School tab and click **General**
  - b. To view statistics on the total number of students from a school who went on to the fifth form, sixth form and Higher Education, click **Statistics**.
  - c. To view a school's complete postal address, click **Sites**.
  - d. To view details of a school's contact person, click **Contact**.
4. Save your work, and then close the window.

### 4.4.3.2 Maintaining Your Institution Profile

In the Monitor Institution Profile window you can view institution profile information imported from UCAS, add institution-specific data, and select the sequence in which copy application forms are sent to institutions.

An institution profile includes contact information, UCAS group membership, examination board listings, outstanding decision lists, the sequence in which it receives applications and ethnicity information, and if it accepts clearing applications.

For more information, see the *Oracle Student System Implementation and Administration Guide*.

#### Prerequisites

The UCAS Admissions cycle must be set up and configured.

Reference data must be imported from UCAS using the Load Hercules Data concurrent process and loaded into UCAS tables using the Process UCAS Data concurrent process.

#### Navigation

**UCAS Interface > UCAS Maintenance > Monitor Institution Profile**

#### Steps

1. In the General tab, enter or update the institution's main phone number and select the sequence in which applications will be received.
2. In the Contacts tab, enter or update contact information. Use the up and down keyboard arrows to view each contact record for the institution in sequence.  
  
To enter new contact information select **File > New** and enter the contact code, name, address and post code.  
  
Click **UCAS Group Membership** to view the UCAS groups to which the contact belongs. You can add the contact to a new UCAS group by selecting **File > New**.
3. To view the format and sequence of examination board listings, select the Examination Board Listing tab.
4. To view and update the sequence in which lists of various outstanding decisions are received, select the Outstanding Decision Lists tab.

5. In the Miscellaneous tab you can view, and in some cases control, the sequences and formats in which UCAS order your reports, status lists, and mailing labels.  
  
In the Accept Clearing Form field, select if the institution will accept clearing forms.  
  
In the Ethnic List Sequence field, select the sequence for receiving ethnic information.
6. Save your work.

#### **4.4.3.3 Maintaining Reference Data**

Use the Monitor Reference Data window to view and update various codes related to qualifications, exams, UCAS tariff, residency, occupation, social class, fitness, programs, fees, application processing, correspondence and establishment groups, offer, school types, program keywords, and transaction errors.

You can manually add institution-specific reference data and update data in some of the tabs. Some reference data can only be viewed.

For more information, see the *Oracle Student System Implementation and Administration Guide*.

#### **Prerequisites**

The UCAS Admissions cycle must be set up and configured.

For viewing imported data, reference data must be imported from UCAS and loaded into the UCAS tables using the Load Hercules Data process and the Process UCAS data

#### **Navigation**

**UCAS Interface > UCAS Maintenance > Monitor Reference Data**

#### **Steps**

1. Select the appropriate tab for the data you want to view, enter or maintain. You can enter and update information in all tabs except the following:
  - The UCAS Tariff tab to view UCAS tariff scores for exam levels and grades
  - The Joint Admission Entities tab to view institution groups that circulate admission applications among them
  - The Pre-2000 Parental Occupation Codes tab to view parental occupations

- The Social Class Codes tab to view social class
  - The Socio-economic Codes tab to view socio-economic codes
2. To create a new reference data record select **File > New**.
  3. Fill in the required information.
  4. Save your work.

#### 4.4.3.4 Exporting New Reference Data to UCAS

If you have updated reference information or added new institution-specific reference data in the Monitor Common Data, Monitor Reference Data, and Monitor Institution Profile windows, run the Export Data to UCAS Process to export the changes from your institution to UCAS.

All institution contacts or contact groups, changes to program details, program keywords, institution-specific offer abbreviations, and pending transactions can be exported.

#### Prerequisites

The UCAS Admissions cycle is set up and configured.

Reference data must be imported from UCAS and institution updates made and saved to the database.

#### Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > Export Data to UCAS Process**

#### Steps

1. Run the Export Data to UCAS concurrent process.  
For information on running a concurrent process, see Concurrent Process Procedures.
2. To set the parameters, refer to the following table.

The following table describes the Export Data to UCAS concurrent process parameters:

**Table 4–5 Export Data to UCAS Process Concurrent Process Parameters**

Parameter	Description
Institution Contacts or Groups	Select Y to export contact or contact group data not previously sent to UCAS. Select N to prevent export of this data.
Program Details	Select Y to export new or changed program details to UCAS. Select N to prevent export of this data.
Program Keywords	Select Y to export new or changed keywords. Select N to prevent their export.
Institution Offer Abbreviations	Select Y to export new or changed institution-specific offer abbreviations. Select N to prevent their export.
Pending Transactions	Select Y to export to UCAS transactions with the transaction hold flag set to N will be sent. Select N to prevent their export.

3. Apply the parameters and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

#### 4.4.4 Maintaining UCAS Program Reference Data

Administrators import UCAS programs and map these to valid Oracle Student System programs. You can enter program details for each of the UCAS programs, including title, name, faculty, and total seats.

You can define keywords for UCAS programs that UCAS can use when processing Clearing applications. You can enter up to six keywords for each UCAS program and export these as transactions to UCAS. Priorities can be specified for the keywords to ensure that clearing applicants get the best search results when searching the UCAS database for vacancies.

Use the partial business view, IGSBV\_UC\_CRSE\_DETS or the full business view, IGSFV\_UC\_CRSE\_DETS to query on UCAS course details, such as campus, location, faculty, and seats, etc.

All NMAS, GTTR and SWAS programs for which institutions receive applications must be created manually before the applications can be received and processed.

Maintaining UCAS program reference data involves:

- Maintaining UCAS Program Details

- Exporting Updated Program Details to UCAS

#### 4.4.4.1 Maintaining UCAS Program Details

You maintain and enter all UCAS program details in the Maintain UCAS Program Details window including:

- Program validity
- Mapping to Oracle Student System
- Clearing Availability
- Clearing Keywords
- Mapping imported UCAS programs to Oracle Student System programs.
- Manually creating new UCAS programs and mapping them to Oracle Student System program offerings.

#### Prerequisites

UCAS reference data must be imported.

#### Navigation

UCAS Interface > UCAS Maintenance > Maintain UCAS Program Details

#### Steps

1. Query a UCAS system and course in the Maintain UCAS Program Details window.
2. To map a UCAS system code to an Oracle Student System program code, select the appropriate program code from the drop-down list in the OSS Program Details tab.  
  
The OSS Program Details region is automatically populated with data.
3. To update validity periods for the program, enter term start and end dates for current and deferred validity in the Course Validity tab.
4. When importing from UCAS, if the **Clearing Option Codes** check box is deselected, the Clearing Vacancy Details tab is enabled and you can enter and update current vacancy information.

**Note:** Check box selection is imported from UCAS and cannot be changed. Clearing details can only be entered for UCAS (FTUG) programs.

Select the vacancy status if open to all (Y), no vacancies (N), or open to overseas applicants only (O). Enter the UCAS tariff score that is required to enter the program. Enter the number of places currently available in the program. Enter, if applicable, the grades required from the Scottish education system to enter the program. You can enter a maximum of six. If clearing is updated, the date of the update is displayed.

5. Click **Keyword** to select keywords in order of priority or relevance for the program in the UCAS Course Keywords window. Select the **Active** check box to indicate that the keyword is active. You can use the directional arrows to move a highlighted keyword up or down by one increment in the preference number order. Click **Done** when you are finished.
6. Click **Keywords** to enter keywords in order of preference. This button opens the Keywords window. Click **Done** when you are finished.
7. Save your work.

#### 4.4.4.2 Exporting Updated Program Details to UCAS

If you update or enter program details in the Maintain UCAS Program Details window, run the Export Data to UCAS Process concurrent process to export these changes from your institution to UCAS. The creation of new programs is a very complex, highly controlled, process that involves your institution, examining bodies, the government's education department, and UCAS.

For details on how to run this concurrent process, see Table 4–5, "Export Data to UCAS Process Concurrent Process Parameters".

UCAS does not accept details of new UCAS programs, or new and updated Small Systems programs, electronically.

#### 4.4.5 Maintaining Application Processing Reference Data

All interaction between the applicant and the institution takes place through UCAS, in the United Kingdom. To support this, it is useful to create a library of standard institution offer conditions. If your system is configured to use the Hercules interface for the current or configured cycle in the UCAS Setup window, you can generate a test transaction and send this to UCAS for validation.

If the transaction passes validation at UCAS, the condition library entry will be updated to show the text of the offer letter that will be generated. The conditions can then be used to add details to UCAS decision transactions.

**Note:** When using the Hercules interface and sending offer outcomes to UCAS, you can only attach conditions that have been approved by UCAS and have a verification status of *Passed*. When using the Marvin interface, you can attach conditions with a verification status of *Not Requested*.

If your system is configured to use the Marvin interface for the current or configured cycle in the UCAS Setup window, you cannot generate a test transaction, validate the conditions at UCAS, or view the text of the offer letter.

Maintaining application processing reference data involves:

- Setting Up Offer Conditions
- Generating Test Transactions for Offer Conditions
- Viewing Test Transaction Details
- Exporting Offer Conditions to UCAS for Testing
- Viewing the Offer Letter
- Listing Offer Conditions Accepted by UCAS

#### **4.4.5.1 Setting Up Offer Conditions**

Use the Condition Builder window to build a library of conditions. You can create categories of conditions for a UCAS decision of offer, conditional offer, interview, or withdrawal. Each category can have several different conditions that your institution may use mapped to one or more UCAS decisions that are valid for a given period of time.

Each institution conditional offer that is mapped to a UCAS decision in a condition category represent a set of UCAS offer conditions, qualification subjects and grades, and comments. Examples of UCAS offer condition abbreviations are 3T which indicates that the applicant must have qualified in 3 technical subjects and 19 which means that the applicant must have scored a Grade B or above for the specified subject.

These elements in an institution's conditional offer are used by UCAS to calculate a summary of conditions from the elements within the conditional offer.

The summary is represented by a maximum of 6 characters comprising letters which represent grades and qualification levels, and numbers which represent the minimum tariff points required. You can enter a summary of conditions to override the UCAS calculated one.

## Prerequisites

UCAS reference data must be imported.

## Navigation

**UCAS Interface > UCAS Maintenance > Condition Builder**

## Steps

1. In the Condition Builder window, enter a category for the conditions to be created, or select an existing condition category.
2. Enter a name for the condition.
3. Enter the validity of the condition by using Effective From and To dates.
4. Enter a Summary of Conditions to override the one calculated by UCAS.
5. Select the **Enter Marvin Code Directly** check box if you wish to manually enter the Marvin string to define the condition details. This button is disabled if the Marvin string is being entered manually.

Deselect the **Enter Marvin Code Directly** check box if you wish to use the condition builder fields to define the details. Click the **View Marvin Code** button to generate the MARVIN code from the condition builder fields.

Select a UCAS conditional offer abbreviation code and enter for it a mark or grade, the subject, and any additional data as free format text.

6. Save your work.

### 4.4.5.2 Generating Test Transactions for Offer Conditions

After creating conditions in the Condition Builder window, each condition must be generated as a test transaction before it can be sent to UCAS for validation. This happens only if the interface for the current or configured UCAS cycle is set to *Hercules* for the UCAS system.

The test transaction must have a valid applicant, choice number, and transaction type. Transaction types must be defined in the UCAS Setup window. A valid applicant is one for whom a decision has not yet been made and the transaction type is XD - experimental decision.

**Note:** You can only generate a test transaction if you have set the interface to Hercules for the UCAS system, for the current or configured UCAS cycle in the UCAS Setup window, and if the UCAS verification status of the condition in the

Condition Builder window is Not Requested. If you have set the interface to Marvin, then the Test at UCAS button is disabled.

### **Prerequisites**

UCAS reference data must be imported.

UCAS applications must be imported from UCAS and loaded into the UCAS interface.

Applicant number, choice number and transaction type must be defined.

### **Navigation**

**UCAS Interface > UCAS Maintenance > Condition Builder > Test at UCAS**

### **Steps**

1. Select the condition to be tested at UCAS in the Condition Builder window.
2. If needed, make any changes to the condition, then save your work.
3. Click **Test at UCAS** to generate a test transaction for export to UCAS.

The UCAS Verification Status is updated from N (Not Requested) to P (Pending).

The application used in testing a condition must be valid and in the correct state for the transaction to be valid. The transaction type generated is determined by the transaction type on the UCAS setup form.

When the transaction is sent to UCAS, it is validated and the results are returned. The verification status of the condition is updated to *Passed* or *Failed*.

4. Close the window.

#### **4.4.5.3 Viewing Test Transaction Details**

Use the UCAS Transactions window to view details of the generated test transaction and the error code and position, if the generation was not successful.

To view details of the test transaction, query the test applicant in the UCAS Transactions window. The person number of the test applicant will be recorded in the UCAS Setup window.

### **Prerequisites**

Offer conditions in a condition category must be created and test transactions of these offer conditions generated.

### **Navigation**

**UCAS Interface > UCAS Applicants and Applications > UCAS Transactions**

#### **4.4.5.4 Exporting Offer Conditions to UCAS for Testing**

Once test transactions of offer conditions are generated and ready to be sent to UCAS, run the Export Data to UCAS Process concurrent process to export it to UCAS.

For information on how to run the concurrent process, see Table 4–5, "Export Data to UCAS Process Concurrent Process Parameters".

#### **4.4.5.5 Viewing the Offer Letter**

When test transactions pass UCAS validation, the expanded offer text is returned and used to update the condition record.

You can view the text of these offer letters by selecting the condition using the **View Text** button in the Condition Builder window.

You can only view the text of an offer letter if, for the UCAS system and current or configured UCAS cycle, you have set the interface to *Hercules* in the UCAS Setup window, and if the UCAS verification status of the condition set in the Condition Builder window is *Passed*.

### **Prerequisites**

Offer condition must be created, a test transaction for it generated, the test transaction exported to UCAS, tested and passed by UCAS.

### **Navigation**

**UCAS Interface > UCAS Maintenance > Condition Builder > View Text**

#### **4.4.5.6 Listing Offer Conditions Accepted by UCAS**

When test transactions for condition sets built are sent to UCAS for validation and they pass validation, UCAS decodes the offer and produces offer letters. To print the details of all the condition sets successfully verified by UCAS, run the UCAS Offer Library Listing Report concurrent process.

Your institution can then use these details to make offers to applicants by sending encoded offers to UCAS as part of the decision transaction.

### Prerequisites

A library of conditions must be defined, sent to UCAS for validation, and passed validation.

### Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > UCAS Offer Library Listing Report**

### Steps

1. Run the UCAS Offer Library Listing Report concurrent process.

For information on running a concurrent process, see Concurrent Process Procedures.

2. To set the parameters, refer to the following table.

The following table describes the UCAS Offer Library Listing Report concurrent process parameters:

**Table 4–6 UCAS Offer Library Listing Report Concurrent Process Parameters**

Parameter	Description
Condition Category	Select to limit the list of conditions that have passed validation to a condition category.
Condition Name	Select to limit the report to a single condition set.
UCAS Verification Status	Select to limit the report to conditions by their verification status of Not Requested, Pending, Passed or Failed.
Effective From Date	Enter the date on which conditions become effective.
Effective To Date	Enter the date on which conditions expire. If you have entered the Effective From date, you must enter the Effective To date to limit the report to conditions by their period of validity.

3. Apply the parameters and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

## 4.5 Managing UCAS Applications

Oracle Student System administrators import UCAS and small system student applications from UCAS, review and maintain them, then export 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.

Data from UCAS is imported first into interface tables using the Load Hercules Data concurrent process, and for small systems using the Load Marvin Files Data concurrent process.

The Process UCAS Data concurrent process transfers application data from interface tables into the UCAS interface and uses the Admission Import Process to transfer applicant data directly into Oracle Student System. The Export Applications to OSS concurrent process populates the admission import interface tables, and calls the Admission Import Process to transfer applications from these interface tables to Oracle Student System.

Managing UCAS applications for admissions involves:

- Importing UCAS Applications
- Processing Imported Applications
- Exporting UCAS Applications to OSS
- Maintaining HESA Data
- Processing UCAS Applications for Admission
- Maintaining UCAS Transactions
- Managing Extra and Clearing Applications

### **Business Views**

Administrators may use the basic and full business views provided by Oracle Student System to query against UCAS tables for information on applicants, applicant choices, applicant choice transactions, and UCAS courses.

The views are as follows:

- IGSBV\_UC\_APPLICANTS and IGSFV\_UC\_APPLICANTS
- IGSBV\_UC\_APP\_CHOICES and IGSFV\_UC\_APP\_CHOICES
- IGSBV\_UC\_TRANSACTIONS and IGSFV\_UC\_TRANSACTIONS

- IGSBV\_UC\_CRSE\_DETS and IGSFV\_UC\_CRSE\_DETS

### 4.5.1 Importing UCAS Applications

Importing UCAS applications includes the following tasks:

- Loading Applications using Marvin
- Loading Applications using Hercules

Administrators use either the Hercules or the Marvin interface to import data for full time undergraduate (FTUG) applications from UCAS, and the Marvin interface to import data from small system applications.

#### **Residency Class**

UCAS provides the residency category of an applicant as part of applicant information. This information is used to determine the type of fees your institution must charge the applicant.

The Admission Import process imports person details from UCAS interface tables to Oracle Student System tables. While importing person details, the Admission Import process imports the person residency class and status if UCAS residency category has been mapped to Oracle Student System residency status and the Person Residency Details are included in the source category for the UCAS\_PER. The residency class used when importing the residency status is the value assigned to the profile option **IGS: Residency Class**.

#### **View and Maintain Applications**

Once applications are imported, administrators may view the application details before exporting them to Oracle Student System for processing. Administrators can manually export individual applications or export a number of applications at one time. Once applications are created in Oracle Student System tables, administrators can view and process these applications within Oracle Student System admissions.

#### **\*W Transactions**

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 which are automatically marked for expunge. Administrators need to uncheck any that they do not wish to process.

## **Business View Details**

Administrators may use the partial business view IGSBV\_UC\_APP\_CHOICES or the full business view IGSFV\_UC\_APP\_CHOICES created to query on UCAS application choice details such as program, program offering option, faculty, entry year, route B rounds, previous course, interview, offer, and offer conditions amongst others.

### **4.5.1.1 Loading Applications using Marvin**

Run the Load Marvin Files Data concurrent processes to load interface tables with application data received as flat files through the Marvin interface.

#### **Prerequisites**

Oracle Student System must be correctly implemented.

The UCAS admissions cycle must be set up and configured.

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

#### **Navigation**

**Requests > Concurrent Manager > Requests > Run (Request Set) > Load Marvin Files Data**

#### **Steps**

1. Run the Load Marvin Files Data concurrent process.  
For information on running a concurrent process, see Concurrent Process Procedures.
2. Enter the complete path of the Marvin data file in the parameter window.
3. Apply the parameters and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

### **4.5.1.2 Loading Applications using Hercules**

Run the Load Hercules Data concurrent process to load interface tables with extracted FTUG applications, using the Hercules interface.

### **Prerequisites**

Oracle Student System must be correctly implemented.

UCAS Admissions cycle must be set up and configured.

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

### **Navigation**

**Requests > Concurrent Manager > Requests (Single Request) > Load Hercules Data**

For information on how to run this concurrent process, see Table 4–2, "Load Hercules Data Concurrent Process Parameters"

## **4.5.2 Processing Imported Applications**

Applications loaded into interface tables must be processed. Run the Process UCAS Data concurrent process to validate imported application data in the interface tables, and load valid data into UCAS tables.

If a new applicant is received from UCAS, then the Admissions Import interface tables are populated with the details and the Admissions Import process is run to create a new person record. The assigned person ID for this new person is used to update the UCAS System applicant record. If the person creation fails, and the UCAS System applicant record is not, therefore, updated with the person ID then no other data for that applicant will be processed until the problem is resolved.

For information on how to run this concurrent process, see Table 4–3, "Process UCAS Data Concurrent Process Parameters".

For information on processing application data, identifying incomplete applications and removing data from interface tables of applications successfully loaded into UCAS tables, see Processing UCAS Data.

Oracle Student System source types and match criteria for the source types and match sets UCAS PER and UCAS APPL must be defined. Admissions source category must be defined for the source types UCAS PER and UCAS APPL.

Once applications are validated and loaded into the UCAS tables, you can do the following tasks:

- Reviewing Applications in UCAS Tables
- Viewing Imported References

- Viewing Imported Personal Statements
- Removing Wrong (\*W) Applications

#### **4.5.2.1 Reviewing Applications in UCAS Tables**

Use the UCAS Application window to view and update application details directly in the UCAS tables.

You can update the Oracle Student System program that the UCAS application is mapped to, and the support arrangement for it.

#### **Prerequisites**

Applications must be validated and loaded into interface tables.

#### **Navigation**

To update a single application in UCAS tables:

**UCAS Interface > Find Applications > UCAS Application**

To update a group of applications in UCAS tables:

**UCAS Interface > Group Applications Search > UCAS Application**

#### **4.5.2.2 Viewing Imported References**

Use the References window to view person and organization references or recommendations, and referee or recommender details including contact information. The personal statement made by the recommending person or organization is also displayed.

To navigate to this window, click **References** in the UCAS Application Details window.

#### **Navigation**

**UCAS Interface > Find Applications > UCAS Application > References**

#### **4.5.2.3 Viewing Imported Personal Statements**

Use the Applicant Statement window to view the applicant's personal statement.

To navigate to this window, in the FTUG tab of the UCAS Application Details window, click **Applicant Statement**.

## Navigation

UCAS Interface > Find Applications > UCAS Application > Applicant Statement

### 4.5.2.4 Removing Wrong (\*W) Applications

If a UCAS applicant substitutes one of their choices at your institution for an application to another institution, or if UCAS sends you an application in error, then the application details must be removed from Oracle Student System. To inform your institution that this is necessary, UCAS sends an Expunge Instruction (\*W Transaction). This transaction may instruct the removal of an applicant's entire details or may specify an individual choice for expunge.

When imported, these transactions are available for review in the Expunge Wrong Applicants window. By default the transactions are selected for processing, but it is possible to deselect transactions for expunging.

The Expunge Wrong Applicants Process concurrent process removes as much relevant application and applicant information from the system as possible, and end dates all other data.

**Note:** Applicant and UCAS application details are expunged or removed from the UCAS interface but details are not deleted from the core system. The Direct Admissions application is marked as obsolete and the alternate person id for the UCAS application number is closed.

## Prerequisites

Oracle Student System must be correctly implemented.

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

UCAS programs must be mapped to Oracle Student System programs.

UCAS decisions and replies must be mapped to Oracle Student System outcome statuses and offer responses.

Oracle Student System source types and match criteria for the source types and match sets UCAS PER and UCAS APPL must be defined.

Applications must be imported from UCAS and exported to Oracle Student System.

## Navigation

To expunge the applicants and application choices of selected UCAS applicants:

## UCAS Interface > UCAS Applicant and Applications > Expunge Wrong Applicants

To expunge all applicants and their choices:

**Requests > Concurrent Manager > Requests > Run (Single Request) > Expunge Wrong Applicants Process**

### Steps

1. In the Expunge Wrong Applicants window, deselect the **Mark for Expunge** check box for the applicant records you do not wish to expunge.
2. To select all the applicant records for expunge, click **Mark All for Expunge**. The **Mark for Expunge** check boxes of all the applicant records are selected.
3. Click **Expunge Applicants** to expunge the selected applicants or to expunge all records if you have clicked **Mark All for Expunge**.
4. Close the window.
5. 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.

**Note:** To expunge all the application choices for a single application, enter the application number in the only parameter provided. Leave this parameter blank to expunge all applicants marked for expunge. Applicants must be marked for expunge in the Expunge Wrong Applicants window.

6. Return to the Expunge Wrong Applicants window to view if the selected applicants have been expunged. Expunged applicants and choices will no longer be displayed.
7. Close the window.

### 4.5.3 Exporting UCAS Applications to OSS

After reviewing application data, the following processes need to be run to export applications from the UCAS system or interface into Oracle Student System:

- Exporting Applicant Data
- Identifying Errors in Applicant Data Export
- Exporting Applications
- Checking Export Status of Applications

- Viewing An Exported Application Choice
- Identifying Applicant and Application Export Failures
- Identifying Program Mapping Errors

#### 4.5.3.1 Exporting Applicant Data

Run the Export UCAS Applicant Details to Student System Process concurrent process to export complete UCAS applicant data to Oracle Student System.

##### Prerequisites

Oracle Student System source types and match criteria for the source types and match sets UCAS PER and UCAS APPL must be defined.

Applications must be successfully imported from UCAS so that a basic person record exists for the applicant in Oracle Student System.

Admissions source category must be defined for the source types UCAS PER and UCAS APPL.

##### Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > Export Applicant Details to Student System Process**

##### Steps

1. Enter the number of the application to be exported by this concurrent process. Leave this parameter blank to export all applications that have not yet been exported.
2. Apply the parameter and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

#### 4.5.3.2 Identifying Errors in Applicant Data Export

Run the Export UCAS Applicant Details to Student System Error Report concurrent process to list applicants whose details failed to be exported. This can be used independently for example, if applicant information is being imported by the Admission Import Process concurrent process.

Otherwise, this concurrent process is run automatically from the Export Applicant Details to Student System Process concurrent process if any errors are encountered in exporting.

This concurrent process has no parameters.

### **Prerequisites**

The Export UCAS Applicant Details to Student System Process concurrent process must be run.

### **Navigation**

**Requests > Concurrent Manager > Requests > Run(Single Request) > Export UCAS Applicant Details to Student System Error Report**

### **4.5.3.3 Exporting Applications**

The Export Applications to Student System Process concurrent process exports UCAS application information from the UCAS interface tables to the Oracle Student System Admissions subsystem.

Use the Export Application to OSS button in the Find Application or Group Applications windows to export a single application choice record at a time to Oracle Student System.

Use the Export Applications to Student System Process concurrent process and leave the application and choice numbers parameters blank to export all applications that are not already exported to Oracle Student System.

### **Prerequisites**

UCAS programs must be mapped to Oracle Student System programs.

UCAS decisions and replies must be mapped to Oracle Student System outcome statuses and offer responses.

The UCAS year and month of entry must be mapped to Oracle Student System academic and admissions calendars.

Applications must be imported from UCAS and applicant details exported to Oracle Student System.

### **Navigation**

To export a single application choice at a time:

## **UCAS Interface > Find Applications/Group Applications Search > Export Application to OSS**

To export all application choices pending export:

### **Requests > Concurrent Manager > Requests > Run(Single Request) > Export Applications to Student System Process**

#### **Additional Notes**

You can also use the concurrent process to export all the application choices of an applicant or a single application choice. To do this, enter the application number or the choice number.

#### **Guidelines**

The value sets involved in the Export Applications to Student System Process are:

- Application Number - Valid set of UCAS applications with application choices for current institution that are available to be exported to Oracle Student System
- Choice Number - Valid set of application choice numbers for the selected application number that is available for exporting to Oracle Student System
- Export to OSS status - An export to OSS status codes that is assigned to an application choice if export fails. This status indicates for a particular application, the stage in the process at which the export failed. Possible values are:
  - New - The application choice has not been exported to Oracle Student System
  - OP - Obsolete application, increment to preferences populated
  - OO - Obsolete application, user outcome status populated
  - OC - Obsolete application process successfully completed
  - AP - Application choice export, import tables populated
  - AC - Application choice export complete
  - DP - Decision export, import tables populated
  - DC - Application decision export complete
  - RP - Reply export, import tables populated
  - COMP - Application reply export process complete

- ENQ - UCAS EXTRA or Clearing Enquiry, not to be imported to Oracle Student System
- MAN - The application cannot be exported because the application in Oracle Student System is closed. The Oracle Student System application and enrollment details should be checked, and changes made manually.
- UF - UF modified. Changes to the application cannot be imported because the admissions application is marked as completed.

#### **4.5.3.4 Checking Export Status of Applications**

Use the Find Applications window to find a single application and to check if its export status has been exported to Oracle Student System.

Use the Group Applications Search window to find a group of applications and check their export status.

For more information on using these windows, see Finding a Single UCAS Application and Finding a Group of UCAS Applications.

#### **4.5.3.5 Viewing An Exported Application Choice**

Use the Applications window in the Admissions subsystem of Oracle Student System to view an application that has been exported.

To navigate to this window, find the application and click **OSS Application** in the Find Application or Group Applications window.

#### **Prerequisites**

The Export Applications to Student System Process concurrent process must be run.

#### **Navigation**

**UCAS Interface > Find Applications / Group Applications Search > OSS Application**

#### **4.5.3.6 Identifying Applicant and Application Export Failures**

This report lists all Applicant Details that have failed during the Admissions Import Process. The report is run automatically from the Export Applications to Oracle Student System, but can be run independently if required.

Run the Export Applications to OSS Error Report concurrent process to check for errors in exporting applications to Oracle Student System including errors caused

by UCAS programs not mapped to Oracle Student System program offering options.

### Prerequisites

UCAS applications must be exported to Oracle Student System.

### Navigation

**Requests > Concurrent Manager > Requests > Run(Single Request) > Export Applications to OSS Error Report**

### Steps

1. Run the Export Applications to OSS Error Report concurrent process.  
For information on running a concurrent process, see Concurrent Process Procedures.
2. To set the parameters, refer to the following table.

The following table describes the Export Applications to OSS Error Report concurrent process parameters:

**Table 4–7 Export Applications to OSS Error Report Concurrent Process Parameters**

Parameter	Description
Export Process Request ID	Select the process request id assigned to the Export Applications to Student System Process.
From Application Number	Select the application number that the report is to consider as the starting point for considering exported applications.
To Application Number	Select the last application number of the range of applications that the report must limit itself to. If you entered a start application number, you must select the application number that ends the range of applications to be considered.
Choice Number	Select to limit the report to a single application choice.

3. Apply the parameters and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

## Guidelines

Export to OSS error code - A set of codes that identify the errors encountered while exporting applications to Oracle Student System

- O001 - Error in import process associated with obsolete application
- O002 - Error in Decision Import Process associated with Obsolete Application (1)
- O003 - Only one application instance should be active for an application choice. Others should be voided manually
- O004- UCAS setup not complete - obsolete Outcome status not defined
- O005 - While identifying the Application Instance to obsolete Application, mapping of the UCAS Program Code with the OSS Program Offering Option is not available
- O006 - While identifying the Application Instance to Obsolete Application, the Final Unit Set Code for the matching Point of Entry could not be fetched
- O007 - Error in decision import process associated with obsolete application
- A001 - Error in import process associated with creating/updating application
- A002 - The mapping of the UCAS Program Code with the OSS Program Offering Option is not available while doing the processing to creating/updating application
- A003 - The Final Unit Set Code for the matching Point of Entry Could not be fetched while doing the processing to creating/updating application.
- D001 - Error in import process associated with importing an application decision
- D002 - Error in import process associated with creating/updating application
- D003 - UCAS system decision does not map to user outcome status
- D004 - The application is completed; the outcome status cannot be updated unless the request for reconsideration flag is set.
- D006 - The pending transaction decision does not map to a user outcome status
- D007 - Bulk reject decision should not be applied because of unprocessed transactions /Application instance Outcome status other than PENDING
- M001 - Assigned to applications that cannot be processed because Oracle Student System application has been completed. This can occur when an

unconditional offer has been firmly accepted and a change to the UCAS application is received from UCAS. The change could be for a course, entry year or month, or point of entry. Oracle Student System and enrollment details should be reviewed and manually updated if required.

- M002- Assigned to unconditional firm applications that have been deferred from a previous admissions cycle and a change is received from UCAS in the current admissions cycle. Oracle Student System and enrollment details should be reviewed and manually updated if required.
- R001 - Error in import process associated with importing an outcome status
- R002 - Application instance into which UCAS decision to be exported is not identified
- R003 - UCAS system decision/reply does not map to user offer response
- R004 - The offer response cannot be set as an offer has not been made

#### **4.5.3.7 Identifying Program Mapping Errors**

Run the UCAS Applications Exceptions Report concurrent process to list details of applications not successfully exported. This report can be run to identify applications that cannot be exported because the UCAS program code is not mapped to an Oracle Student System program offering.

When an application is exported to Oracle Student System, the UCAS program code is mapped to an Oracle Student System program code. However, if the UCAS program code for some applications cannot be mapped to a unique Student System program code, the application cannot be imported to Student System. The UCAS Application Exceptions Report identifies applications where the information provided is insufficient to map the application to a valid or unique Oracle Student System program offering option, or the UCAS program code is invalid.

#### **Prerequisites**

Oracle Student System must be correctly implemented.

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

#### **Navigation**

**Requests > Concurrent Manager > Requests > Run (Single Request) > UCAS Applications Exceptions Report**

## Steps

1. Run the UCAS Applications Exceptions Report concurrent process.

For information on running a concurrent process, see Concurrent Process Procedures.

2. To set the parameters, refer to the following table.

The following table describes the UCAS Applications Exceptions Report concurrent process parameters:

**Table 4–8 UCAS Applications Exceptions Report Concurrent Process Parameters**

Parameter	Description
UCAS Cycle	Year of cycle.
Application Number	Number for application.
Choice Number	The UCAS application choice number to restrict the application choices to be reported.
Start Date	Start date for application.
End Date	End date for application

3. Apply the parameters and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

## 4.5.4 Maintaining HESA Data

Data required for an applicant and application for reporting to HESA is provided by UCAS. This data comprises the previous education details and qualifications of the applicant and other details such as social class, parents' occupation code, and applicant's domicile.

This data is imported from UCAS then exported from the UCAS tables to Oracle Student System tables, or it can be entered manually.

Maintaining HESA data involves:

- Recording Applicant Qualification Summary
- Exporting Qualifications

- Viewing Exported Qualifications
- Exporting HESA Data
- Updating Qualifications in OSS
- Entering Applicant HESA Details

#### 4.5.4.1 Recording Applicant Qualification Summary

You can run the Expected Qualification Summary Import Process concurrent process to import expected qualification summaries of UCAS applicants from UCAS. You can then view these in the Qualifications window.

You can also manually enter an applicant's expected qualification in the Qualifications window.

#### Prerequisites

UCAS reference data must be imported and mapped to Oracle Student System reference data.

UCAS applications must be imported from UCAS into the UCAS interface tables.

#### Navigation

To import applicants' qualification summaries:

**Requests > Concurrent Manager > Requests > Run (Single Request) > Expected Qualification Summary Import Process**

To manually enter an applicant's qualification summary:

**UCAS Interface > Find Applications / Group Applications Search > UCAS Application > Qualifications > Expected Qualification Summary**

#### Steps

1. Run the Expected Qualification Summary Import Process concurrent process to import expected qualification summaries of applicants from UCAS.  
  
The Expected Qualification Summary Import Process concurrent process has no parameters.
1. To manually enter the qualification summary of an applicant query the applicant in the Find Applications window, select an application and click **UCAS Application**.
2. In the UCAS Application Details window, click **Qualifications**.

3. In the Expected Qualification Summary tab, enter the number of passes the applicant expects for General Certificate of Education A level and Vocational Certificate of Education A level.

Enter also the number of A levels taken in the winter sitting and the number of A and AS levels passed.

Select the appropriate check box for the examinations that the applicant is sitting. For more information, see the Guidelines below.

Select if the applicant has other educational qualifications (OEQ), including previous and vocational.

4. Save your work.

### **Guidelines**

The check boxes in the Expected Qualification Summary tab in the Qualifications window are:

- SQA Candidate - for applicants sitting for the Scottish Qualifications Authority examinations
- BTEC Indicator - for applicants sitting for the Business and Technician Education Council qualifications
- IB Indicator - for applicants sitting for the International Baccalaureate
- ILC Indicator - for applicants sitting for the Irish Learning Certificate
- AICE Indicator - for applicants sitting for the Advanced International Certificate of Education

#### **4.5.4.2 Exporting Qualifications**

Run the Qualification Details Import Process concurrent process to import qualifications and results held in UCAS interface tables into Oracle Student System.

In accordance with advice from UCAS, if any qualifications are imported for an applicant, all previously imported qualifications are deleted before the updated qualifications are imported. Manually entered qualifications are not updated by this import process.

This concurrent process has no parameters.

### **Prerequisites**

Program awards and grading schema must be defined.

UCAS applicants must have been imported into Oracle Student System creating basic person records.

Qualification subjects must be defined as fields of study.

The awarding bodies must be set up as Oracle Student System institutions

The UCAS subject codes need to be mapped to the Oracle Student System fields of study using the HESA code mapping UCAS\_OSS\_SBJ\_ASSOC

The UCAS exam boards must be mapped to the Oracle Student System institutions using the HESA code mapping UC\_OSS\_HE\_INS\_ASSOC

Field of study codes must be defined for the qualification subjects to be imported.

UCAS reference data must be imported and mapped to Oracle Student System reference data.

Applications must be imported from UCAS and exported to the Oracle Student System.

Awards and grading schemas must be defined for the Qualifications to be imported.

The UCAS exam levels must be mapped to the Oracle Student System Awards using the HESA code mapping UCAS\_OSS\_AWD\_ASSOC.

The UCAS exam boards must be defined as institutions within Oracle Student System, and the exam boards must be mapped to the institutions using the HESA code mapping UCAS\_OSS\_AWD\_BDY\_ASSOC.

## **Navigation**

**Requests > Concurrent Manager > Requests > Run (Single Request) > Qualification Details Import Process**

### **4.5.4.3 Viewing Exported Qualifications**

Use the Qualifications window to view imported qualification details for an individual UCAS applicant in the Qualifications tab and enter or update expected qualification summary details in the Expected Qualification Summary tab.

## **Prerequisites**

Program awards and grading schema must be defined.

The Qualification Details Import Process and Admissions Import Process concurrent processes must have been run to import applicant qualifications from UCAS and from legacy systems.

Applicants must have prior qualifications or must be in the process of acquiring them. They may have submitted qualification *certificates*? *Is this the right word? Does this comprise the information that is entered in the Form Qualifications tab?*

## Navigation

**UCAS Interface > Find Applications/Group Applications Search > UCAS Application > Qualifications**

You can also use the Direct Admission window to query a UCAS applicant and click **UCAS Application** to navigate to the Qualifications window.

## Steps

1. Use the Find Applications window to query a single UCAS applicant, select an application and click **UCAS Application**.
2. In the UCAS Application Details window, click **Qualifications**.
3. To check the qualifications of a group of UCAS applicants, use the Group Applications Search path. Enter search criteria in the Find Group Applications window and click **Find**.
4. Select an applicant in the Group Applications window, click **UCAS Application** and in the UCAS Application Details window, click **Qualifications**.
5. Return to the UCAS Application Details window to select the next applicant and repeat step 4 to view qualifications. Repeat this to check the qualifications of each applicant in turn.
6. In the Qualifications tab, view the exam level, qualification, subject, claimed or approved results, and the tariff.
7. In the Form Qualifications tab, view the qualification type, title of the qualification, awarding body, grade and date of qualification as they appear on the qualification certificate. *Is this true? Is it called a qualification certificate just as for an award, it is called a transcript?*
8. Save your work.

### 4.5.4.4 Exporting HESA Data

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.

You can use this concurrent process to export a single applicant's data or to export all applicant data available in the interface tables.

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

UCAS provides applicant data for reporting to HESA. The Export HESA Data to OSS process exports the data from the UCAS subsystem into Student System. If the data is available before the applicant is pre-enrolled, the HESA application details record is updated. If the data is not available until after the applicant is pre-enrolled, the UK statistics student program attempt record is also updated. The process is invoked as a concurrent process from the application menu.

### **Prerequisites**

Oracle Student System reference codes for recording HESA Admissions data must be defined.

UCAS \*H data and previous education qualification details must be imported into the UCAS interface.

The UCAS reference codes for domicile, occupation and social class must be mapped to the Oracle Student System codes.

Applications must be imported from UCAS and exported to create Oracle Student System applications.

### **Navigation**

**Requests > Concurrent Manager > Requests > Run (Single Request) > Export HESA Data to Student System Process**

### **Steps**

1. Enter the person number of the applicant whose HESA details the concurrent process must import. Leave this parameter blank to import HESA details of all applicants that have not been exported previously.
2. Apply the parameter and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

#### **4.5.4.5 Updating Qualifications in OSS**

Use the Qualification Details window to view imported qualifications and update the same if required.

### **Prerequisites**

The Qualification Details Import Process concurrent process must be run.

### **Navigation**

**UCAS Interface > Find Applications > Person Details > Qualification Details**

### **Additional Notes**

You can also navigate to this window from the Direct Admissions window. For more information on this, see *Maintaining Transcripts and Qualifications* in the Admissions chapter of the *Oracle Student System User Guide*.

#### **4.5.4.6 Entering Applicant HESA Details**

Use the HESA Admission Details window to enter applicant's domicile, social class, parental occupation, and special student status, if any.

### **Prerequisites**

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

Oracle Student System applications must be created for the UCAS applications.

UCAS programs must be defined and mapped to Oracle Student System program offering options.

### **Navigation**

**UCAS > Find Applications /Group Applications Search > OSS Application > More > More > HESA Admission**

### **Steps**

1. Select an applicant in the Group Applications window and click **OSS Application**.
2. In the Application window, click **More** twice and click **HESA Admission**.  
The HESA Admission Details window opens.
3. Enter any new data in the **HESA Details** region.
4. Save your selection.

## 4.5.5 Processing UCAS Applications for Admission

When UCAS applications are exported and created in Oracle Student System, they can be processed using Oracle Student System admissions. 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 the Admissions chapter in the *Oracle Student System User Guide*.

**Note:** Admissions correspondence functionality, and admissions applicant self-service may not be used for UCAS applicants as all communication with UCAS applicants is through UCAS and never directly with the university. The only exception to this is for direct admission applications received by universities during the Extra or Clearing period.

Processing UCAS applications for admission involves the following tasks:

- Setting Up Small System Applications Processing
- Finding a Single UCAS Application
- Finding a Group of UCAS Applications
- Tracking Application Requirements
- Calculating Applicant Academic Index
- Reviewing and Rating Credentials
- Evaluating Applications
- Screening and Interviewing Applicants
- Offering or Denying Admission
- Entering Admission Decisions
- Offering Unit Sets
- Offering Units
- Importing Offer Response and Pre-enrolling
- Reconsidering Applications
- Offering Future Admission

A UCAS decision is generated by recording an application outcome. This creates a UCAS transaction. Alternatively, UCAS transactions can be created manually. The

UCAS transaction can then be edited to include a condition or comment, or to change the course, year and point of entry. The transactions are exported to UCAS, and when UCAS receives a response from the applicant they make this information available to your institution.

UCAS validates the transaction. If using Hercules the validation results are immediately updated. If using Marvin, the validation results can only be uploaded when the next file loading occurs.

For invalid transactions, new correct transactions are created and transmitted to UCAS. Valid transactions are processed by UCAS, which then sends your institution's decision and conditions/comments on the offer to the applicant. Your institution then imports the updated applications. The updated UCAS applications are re-exported to Oracle Student System to update the Oracle Student System applications.

**Note:** 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 outside of the European Union, clearing dates, Route B processing availability, availability of HESA data, and amended decision transactions.

For Extra and Clearing applications, administrators must enter the applicant and application details to create an applicant record. UCAS transactions can also be generated to inform UCAS of the inquiry and to request full applicant details. Full details of the applicant and application is then imported from UCAS the next time the import processes are run. The application can then be exported to Oracle Student System using the Export Applications to Student System Process concurrent process. For more information, see [Exporting Applications](#).

Administrators may use the partial business view IGSBV\_UC\_APPLICANTS or the full business view IGSFV\_UC\_APPLICANTS created to query on UCAS applicant details such as qualifications, key skills, criminal records, application choices, achievements, residential category, personal statements, and extra or clearing details amongst others.

## **Guidelines**

System admission outcome statuses that are valid for processing UCAS applications are:

- Make offer of admission subject to conditions
- Make offer of admission
- Application under consideration
- Application was rejected, no offer made
- Application suspended

Valid UCAS decision codes are:

- U - Unconditional offer
- C - Conditional offer
- R - Reject
- W - Withdrawn
- A - Acceptance of an applicant to whom a conditional offer was previously made
- B - Bulk Reject (NMAS)
- E - Reject as not qualified in English (GTTR)
- F - Fully booked (all intakes full) (NMAS)
- G - Course closed after the applicant applied (GTTR)
- I - Notification of Interview (GTTR)
- M - Reject as not qualified in Mathematics (GTTR)
- S - Rejection / Recruitment suspended (NMAS)
- X - Form to be returned to GTTR (GTTR)

Valid UCAS replies are:

- D - decline
- F - firm acceptance
- I - insurance acceptance
- P - provisional

System admission offer responses that are valid for processing UCAS applications are:

- Response to offer outstanding

- Offer of admission rejected
- Offer of admission accepted

**Note:** For information see in the Admissions chapter of the user guide, the following sections and subsections.

#### **4.5.5.1 Setting Up Small System Applications Processing**

Use the Small Systems tab of the UCAS Control Information window to enter the first and last application numbers assigned to each system. This information can be found in the UCAS Hercules or Marvin manuals.

The numbers define a range of application numbers assigned to each system, not the range of numbers actually used. This information helps identify which system, whether UCAS or one of the small systems, sent the applicant.

#### **Prerequisites**

Oracle Student System has been correctly implemented.

#### **Navigation**

**UCAS Interface > UCAS Maintenance > View Control Information.**

#### **Steps**

1. Query the appropriate UCAS cycle.
2. Select the Small Systems tab and, for each small system, enter the following:
  - Entry Year
  - The First and Maximum Application Numbers (The first and last application number allotted to the system)
  - Time of Year
  - Transaction Time of Year
3. Save your work.

#### **4.5.5.2 Finding a Single UCAS Application**

Use the Find Applications window to search for, and process, UCAS applications for a single applicant. The search criteria for the existing form are application number, person number, surname and given name. You can see the details of the

application choices for the application and the admission application processing stage each one is in.

For instance, you can see if the application has been successfully exported into Oracle Student System. You can also view pending transactions for an application and update these.

### **Prerequisites**

Oracle Student System has been correctly implemented.

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

UCAS programs are mapped to Oracle Student System programs.

UCAS decisions and replies are mapped to Oracle Student System outcome statuses and offer responses.

Oracle Student System source types and match criteria for the source types and match sets UCAS PER and UCAS APPL need to be defined.

Applications have been imported from UCAS

### **Navigation**

**UCAS Interface > Find Applications > OSS Application**

#### **Steps**

1. In the Find window of the Find Applications window, enter, if known, the application or applicant's person number, or the Preferred Alternate Person ID. Click Find, to populate the Find Applications window with details of the application choices.
2. To view and/or update applicant details, select Person Details. The Person Details window appears. Review and/or modify the data.  
Save your work.
3. To view and/or update admission inquiry data, select Admission Inquiries. The Record Admission Inquiries window appears. Review and/or modify the data.  
Save your work.
4. Select **UCAS Application**. View and update, if necessary, application details in the UCAS Application window. Note that only the Oracle Student System program code, and the support arrangement can be updated.

Save your work.

Programs with a current or deferred validity of discontinued **cannot** be selected for application choices in a current or deferred UCAS admissions cycle.

5. Click **OSS Application** to enter the Applications window of the Admission subsystem of Oracle Student System and begin application processing by performing the tasks below.
6. Close the window.

### 4.5.5.3 Finding a Group of UCAS Applications

Use the Group Applications Search window to search for a group of UCAS applications by organizational unit, UCAS system, program, campus, decision, reply and application date. You can then process each of the applications in context.

#### Prerequisites

Oracle Student System must be correctly implemented.

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

UCAS programs must be mapped to Oracle Student System programs.

UCAS decisions and replies must be mapped to Oracle Student System outcome statuses and offer responses.

Applications must be imported from UCAS

#### Navigation

**UCAS Interface > Group Applications Search > OSS Application**

#### Steps

1. The first window that opens is like a Find window where you enter the search criteria and click **Find**.

You can search by any one or a combination of organizational unit, UCAS system, entry year, decision type, decision, reply, a period in which applications were received, and a period in which changes were made.

**Note:** Entering an organizational unit restricts the search to applications where the UCAS program maps to an Oracle Student System program that the organization unit specified is responsible for. Select the No Decision checkbox

to restrict the search to applications pending decisions. Select the No Reply checkbox to restrict the search to applications pending an offer response.

2. The Group Applications window opens displaying the applicant, the application and choice numbers, the program, campus, and dates of receipt of application and of change.

Depending on the search criteria given, application choices may be grouped for instance by the decision of offer and the reply of accepted and yet the application may not be complete as there may be another choice pending a decision. The Other Choices Exist check box will take into account the choice pending decision and be displayed in selected mode.

The Transaction On Hold check box indicates if the application choice has any associated transactions with the hold flag set on it.

The Transaction In Error check box will indicate if the latest transaction for the application has been returned from UCAS having failed validation.

3. Click **OSS Application** to enter the Applications window of the Admission subsystem of Oracle Student System and begin application processing by performing the tasks below.
4. Close the window.

#### **4.5.5.4 Tracking Application Requirements**

For information, see Admissions, Processing Applications, Tracking Requirements in the *Oracle Student System User Guide*.

#### **4.5.5.5 Calculating Applicant Academic Index**

For information, see Admissions, Processing Applications, Calculating Academic Indices in the *Oracle Student System User Guide*.

#### **4.5.5.6 Reviewing and Rating Credentials**

For information, see Admissions, Processing Applications, Reviewing and Rating Credentials in the *Oracle Student System User Guide*.

#### **4.5.5.7 Evaluating Applications**

For information, see Admissions, Processing Applications, Evaluating Applications in the *Oracle Student System User Guide*.

#### **4.5.5.8 Screening and Interviewing Applicants**

For information, see Admissions, Processing Applications, Screening Applications and Interviewing Applicants in the *Oracle Student System User Guide*.

#### **4.5.5.9 Offering or Denying Admission**

For information, see Admissions, Making an Admission Decision, Finalizing the Admission Decision in the *Oracle Student System User Guide*.

#### **4.5.5.10 Entering Admission Decisions**

For information, see Admissions, Making an Admission Decision, Entering Decisions in the *Oracle Student System User Guide*.

#### **4.5.5.11 Offering Unit Sets**

For information, see Admissions, Making an Admission Decision, Offering Final Unit Sets in the *Oracle Student System User Guide*.

#### **4.5.5.12 Offering Units**

For information, see Admissions, Making an Admission Decision, Offering Units in the *Oracle Student System User Guide*.

#### **4.5.5.13 Importing Offer Response and Pre-enrolling**

For information, see Admissions, Closing Admissions, Confirming Enrollment and Pre-enrolling Students in the *Oracle Student System User Guide*.

#### **4.5.5.14 Reconsidering Applications**

For information, see Admissions, Closing Admissions, Reconsidering Applications in the *Oracle Student System User Guide*.

**Note:** The Reconsidered Applications check box will be checked by Default for all rejected and no quota applications.

#### **4.5.5.15 Offering Future Admission**

For information, see Admissions, Closing Admissions, Creating New Applications for Deferred and Future Terms in the *Oracle Student System User Guide*.

## 4.5.6 Maintaining UCAS Transactions

The decisions your institution makes on a UCAS application are sent to UCAS as a UCAS transaction. A decision transaction can include the conditions of the offer and other information to be sent to the applicant with the decision. Transactions can also be used to request application details, and clearing forms from UCAS to stop decisions sent in error.

UCAS transactions are created automatically when the application outcome status is changed. UCAS transactions can also be created manually. When UCAS transactions are automatically generated by Oracle Student System, they contain basic decision details. Administrators must enter additional details such as offer conditions and changes to the program, or entry details.

Some UCAS transactions such as the LK Stop Decision cannot be generated automatically. These have to be created in the UCAS Transactions window. Administrators can mark transactions that are not to be transmitted to UCAS.

UCAS process the transactions sent. If the transactions are valid the applications are updated and the decision and any comments/conditions are sent to the applicant. If the transaction is invalid it is updated with an error code which is picked up by your institution immediately for Hercules and the next time they import the data from UCAS for Marvin. The errors in the invalid transactions should be identified and correct replacement transactions resent to UCAS.

Administrators may use the partial business view `IGSBV_UC_TRANSACTIONS` or the full business view `IGSFV_UC_TRANSACTIONS` created to query on UCAS application choice transaction details such as program, campus, entry year, test conditions, offer, and transaction type amongst others.

To complete the UCAS Transactions processes, you will need to rerun the Export Applications to Oracle Student System process.

Maintaining UCAS transactions involves:

- Creating UCAS Transactions for an Application Choice
- Generating a Marvin File for Export
- Exporting Transactions to UCAS
- Identifying Failures in Transaction Export
- Importing UCAS Processed Transactions
- Processing Imported UCAS Transactions
- Viewing UCAS Progress in Application Processing

- Viewing All Transactions for an Application

#### 4.5.6.1 Creating UCAS Transactions for an Application Choice

Use the UCAS Transactions window to view all transactions for an application and application choice. In addition, manual transactions can be entered using this window.

This is true for self-service and Back Office. The hold flag is automatically set to use in self-service only, based on a new profile option - IGS:Hold UCAS Transactions. This flag can be released in the UCAS Transactions window.

**Note:** This window does not allow direct entry into the Hercules view. Transactions entered here still need to be exported or sent in a Marvin file.

#### Prerequisites

Oracle Student System must be correctly implemented.

Transaction types, decisions, programs, entry points and entry years must be defined.

#### Navigation

**UCAS Interface > UCAS Applicants and Applications > UCAS Transactions**

or:

**UCAS Interface > Find Applications > Transactions**

#### Steps

1. Enter data in the appropriate fields.

Entry Point is the point of applicant entry to UCAS program. Entry Year is the applicant's year of entry to the program. Entry Month is the month in which the applicant would enter the program.

Select Hold to prevent transaction from being sent to UCAS.

The UCAS Error Code and Error Position are displayed if the transaction failed validation by UCAS. The error position points you to the exact place in the transaction where the error is. This indicates that the transaction must be re-entered and re-exported.

**Note:** Transactions already exported to UCAS appear as display-only items in the UCAS Transactions window and cannot be edited.

## 2. Save your work.

### Guidelines

You can only enter a transaction type of:

- LA - Amended Decision when making an offer to an applicant previously rejected. Also used to transmit a change of details, course or year to an applicant whose record is in an appropriate state.
- LC - Course Correction used to alter the course code held at UCAS prior to a decision on the applicant. Also used to change campus code, or date of entry.
- LD - Initial Decision of U, C (except for NMAS), R or W (also E, M, S, I, G or X for GTTR; and B, F, or S for NMAS). Used by the institution to make offers or reject applicants for this choice (round number for GTTR) – a decision cannot already have been made for this choice.
- LE - Request Details for Extra Choice. Used to request details and/or a copy form for an applicant who has applied to Extra using a Passport.
- LK - Stop Decision used to cancel an offer or rejection, which has not yet been communicated to the applicant.
- PE - Enquiry Transaction.
- RA - UF (Unconditional Firm offer) Amendment used to inform UCAS of an agreed change of course and/or year for a UF applicant, including Clearing acceptance.
- RD - Confirmation Decision used to change a conditional offer to Unconditional or Reject once the results of examinations are known.
- RE - E Request Used to request a copy application form, where allowable, to an applicant eligible for Extra or Clearing.
- RK - Stop Confirmation Decision used to cancel a confirmed decision (RD) made in error, which has not yet been communicated to the applicant.
- RQ - Clearing Form Request when a decision of an offer ( ) has already been entered. Used to request a copy application form for an applicant in Clearing.
- RR - Release into Clearing from choices, also used to release an applicant back into clearing.
- RW - UF (Unconditional Firm offer) Withdrawal Used to inform UCAS that an applicant has withdrawn after being placed, including Clearing.

- RX - Clearing Decision Used to inform UCAS of acceptance through the Clearing system.
- XA - Experimental Amended Decision when an experimental decision (XD) has already been entered.
- XD - First Experimental Decision

Decision codes are:

- A - Offer that follows a conditional offer when the conditions have been met
- C - Conditional Offer
- I - Invitation to attend an interview
- R - Rejected
- U - Unconditional Offer
- W - Suspend

#### **4.5.6.2 Generating a Marvin File for Export**

Run the Generate Marvin File concurrent process to produce the file to be transmitted to UCAS for small systems when using the Marvin interface. This concurrent process extracts a single flat file for export containing the transactions for all systems configured to use the Marvin interface which may or may not include UCAS.

Your institution must ftp Marvin files generated for export to send them to UCAS.

This concurrent process has no parameters.

#### **Prerequisites**

Oracle Student System must be correctly implemented.

Application must be imported from UCAS and exported to Oracle Student System.

Transaction must be created, either manually or automatically, when an outcome status has been recorded.

#### **Navigation**

**Requests > Concurrent Manager > Requests > Run (Single Request) > Generate Marvin File**

### 4.5.6.3 Exporting Transactions to UCAS

Run the Export Data to UCAS Process concurrent process to export pending transactions on UCAS applications to UCAS.

The Export Data to UCAS process transmits any pending transactions, institution offer abbreviations, changes to program details, program keywords, and institution contacts from the UCAS subsystem to UCAS.

#### Additional Notes

This concurrent process can only export transactions if Oracle Student System is correctly implemented and transactions exist with the holding flag not set.

For information on how to run the concurrent process, see Table 4–5, "Export Data to UCAS Process Concurrent Process Parameters".

### 4.5.6.4 Identifying Failures in Transaction Export

The Export Data to UCAS process sends transactions to UCAS and updates the success or failure status of the transaction write process at UCAS.

The UCAS Transaction Exceptions Report lists transactions and associated error details which were not successfully processed by UCAS. Run the UCAS Transaction Exceptions Report concurrent process to list details of transactions not successfully exported. This concurrent process lists transactions that failed validation by UCAS.

#### Prerequisites

Oracle Student System must be correctly implemented.

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

Oracle Student System applications must be created for the UCAS applications.

UCAS programs must be defined and mapped to Oracle Student System program offering options

Transactions must be generated and sent to UCAS for processing

Updated application data must be imported into the UCAS interface from UCAS

#### Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > UCAS Transaction Exceptions Report**

## Steps

1. Run the UCAS Transaction Exceptions Report concurrent process.

For information on running a concurrent process, see *Concurrent Process Procedures*.

2. To set the parameters, refer to the following table.

The following table describes the UCAS Transaction Exceptions Report concurrent process parameters:

**Table 4–9 UCAS Transaction Exceptions Report Concurrent Process Parameters**

Parameter	Description
UCAS Cycle	Year of UCAS Cycle (2003 2004 for example)
Application Number	Number of application. Restricts the report to transactions for one application. Leave blank for all applications.
Choice Number	UCAS application choice number if report is to be restricted to a particular choice. Leave blank for all choices
Start Date	Start date for exceptions report. Enter a value to restrict the report to transactions with a transmission date later than the Start Date.
End Date	End date for exceptions report. Enter a value to restrict the report to transactions with a transmissions date earlier than the End Date.

3. Apply the parameters and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

### 4.5.6.5 Importing UCAS Processed Transactions

Once the transactions have been processed by UCAS the updated applications and transactions need to be imported from UCAS back into the interface tables.

Run the Load Marvin Files Data concurrent process to load the interface tables with the processed transactions and updated applications received from UCAS for the Marvin System.

For information on the Load Marvin Files Data concurrent process, see Loading Applications using Marvin.

### **Prerequisites**

Oracle Student System must be correctly implemented.

UCAS Admissions cycle must be set up and configured.

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

#### **4.5.6.6 Processing Imported UCAS Transactions**

Once the updated application and transaction data from UCAS has been imported, run the Process UCAS data concurrent process to update the data in the UCAS interface. See Processing UCAS Data.

The transaction error code and position will be imported, and can be viewed in the UCAS transaction window and in the Transaction exceptions report.

For more information on running the concurrent process, see Validating Data.

#### **4.5.6.7 Viewing UCAS Progress in Application Processing**

Use the Find Applications window to check if decision and reply statuses have been communicated between UCAS and Oracle Student System completing application processing.

For more information on this window, see Finding a Single UCAS Application.

#### **4.5.6.8 Viewing All Transactions for an Application**

Institutions update application records at UCAS by sending UCAS transactions. The transaction type depends on the update being performed and the current status of the application choice record.

The UCAS Transaction History Report lists all transactions created during the admission cycle for a particular application record in chronological order, showing the transaction history for each application choice for an applicant.

### **Prerequisites**

Oracle Student System must be correctly implemented.

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

Offer conditions must be defined and verified by UCAS.

Oracle Student System applications must be created for the UCAS applications.

UCAS programs must be defined and mapped to Oracle Student System program offering options.

Transactions must be generated and sent to UCAS for processing.

Updated application data must be imported into the UCAS interface from UCAS.

## Navigation

**Requests > Concurrent Manager > Requests > Run (Single Request) > UCAS Transaction History Report**

## Steps

1. Run the UCAS Transaction History Report concurrent process.

For information on running a concurrent process, see Concurrent Process Procedures.

2. To set the parameters, refer to the following table.

The following table describes the UCAS Transaction History Report concurrent process parameters:

**Table 4–10 UCAS Transaction History Report Concurrent Process Parameters**

<b>Parameter</b>	<b>Description</b>
UCAS Cycle	Year of UCAS Cycle (2003, 2004 for example).
Application Number	Number of application. Restricts the report to transactions for one application. Leave blank for all applications
Choice Number	Number of choice. UCAS application choice number if report to be restricted to a particular choice. Leave blank for all choices
Transaction Type	Type of transaction. Leave blank for all transactions
Start Transmission Date	Start date. Enter a value to restrict the report to transactions with a transmission date later than the Start Date.
End Transmission Date	End date. Enter a value to restrict the report to transactions with a transmission date earlier than the End Date.

3. Apply the parameters and submit the request.

For detailed steps to complete the request see the *Oracle Applications System Administrator's Guide*.

## 4.5.7 Managing Extra and Clearing Applications

Applicants must have received an Extra passport ID or Clearing entry form for applying during the Extra and Clearing processing periods.

Clearing and Extra Applications procedures entail the following tasks:

- Viewing UCAS Cycle Details for Application Processing
- Entering an Application Inquiry
- Processing Extra/Clearing Applications for Admission
- Viewing Progress in Extra/Clearing Processing

### 4.5.7.1 Viewing UCAS Cycle Details for Application Processing

Use the UCAS Control Information window to view details on the processing of UCAS applications for a selected cycle.

For more information on this window, see Section 4.5.5.1, "Setting Up Small System Applications Processing".

#### Steps

1. Query the UCAS cycle (such as 2003, 2004).
2. Select the UCAS tab and view dates for regular admissions, decisions on these, Extra processing, and transactions.
3. Close the window.

### 4.5.7.2 Entering an Application Inquiry

Use the Application Inquiry window to enter or update an Extra or Clearing inquiry for a UCAS applicant who has not yet found admission to a program. Administrators cannot enter an application inquiry for programs with a current or deferred validity of Discontinued.

Once an inquiry is entered, transactions are generated and sent to UCAS to inform them of the inquiry. UCAS then send full details of the applicant and application which are imported from UCAS and later exported to Oracle Student System. For

more information, see Loading Applications using Hercules, Exporting Applicant Data and Exporting Applications.

### **Prerequisites**

Oracle Student System must be correctly implemented.

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

UCAS programs must be defined and mapped to Oracle Student System program offering options

### **Navigation**

**UCAS Interface > UCAS Applicants and Applications > Application Inquiry**

### **Steps**

1. Query the UCAS or small system application in the Find Application Inquiry window that opens with the Application Inquiry window. Enter the application number if known, or the applicants name and data of birth.

**Note:** The application number entered must include the UCAS check digit. The details entered are used to search Oracle Student System and Hercules interface for the applicants details. The system searches the Hercules CVNAME view which lists basic details for every university applicant who has applied in the current cycle. If the applicant is found, the name and date of birth are populated. If the applicant is not found, you must enter these details manually.

2. If the applicant is known, click **Person Details** to amend the personal details. If the applicant is new, enter personal and contact details.
3. Enter the program. Flag if you require from UCAS the applicant details and a copy of the application form.
4. Optionally enter the extra passport number or clearing entry form number. Extra Passports and Clearing Entry Forms are documents sent to applicants giving them permission to make an Extra or Clearing application.
5. View the applicant's exam results in the Qualifications tab
6. View the applicant's clearing details in the Clearing Details tab, and the clearing round information in the Clearing Round tab.
7. Save your work.
8. Click **UCAS Transactions** to view the transactions created.

For further details of sending transactions to UCAS see Section 5.5.

**Note:** When the applicant and application details are received from UCAS, the application can be processed in the same way as other UCAS applications.

#### **4.5.7.3 Processing Extra/Clearing Applications for Admission**

This includes exporting the Extra/Clearing Application. Once exported to Oracle Student System, it is processed the same way as for the regular admissions cycle. For information on processing, see Processing UCAS Applications for Admission.

For decisions and replies to be communicated between Oracle Student System and the student through UCAS, transactions must be used. For information on transactions, see Maintaining UCAS Transactions.

#### **4.5.7.4 Viewing Progress in Extra/Clearing Processing**

Use the Find Applications window to see processing details on the applications of a UCAS applicant.

For more information see Finding a Single UCAS Application.



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# Concurrent Process Procedures

This chapter covers features of and procedures for running the concurrent processes provided by Oracle Student System. These processes automate tasks that are performed on a regular basis during the academic year. For example, you can run a concurrent process to pre-enroll students or to transfer student deposits as credits to student accounts.

This chapter has the following sections:

- Features and Components of a Concurrent Process
- Using Concurrent Processes

## A.1 Features and Components of a Concurrent Process

Most concurrent processes have an associated Parameters window. Some parameters define the intent and extent of the process while others define the *target*. Target examples include a set of students, applications, or accounts.

You can set a concurrent process to notify a person or print output each time it is run.

A concurrent process can be run either in the immediate mode or as a scheduled request. You can set up a concurrent process to run as follows:

- Periodic intervals applied to the following:
  - **The start of the previous run**
  - **The end of the previous run**
  - **A specific period**
  - **Indefinitely**

- Specific days of the week or month
- Once on a particular day and time

You run a concurrent process as a single request or as part of a request set. The request set defines the sequence.

When you run a concurrent process, use the View - Requests menu option to check the current stage. The stages are:

- **In queue and Still pending**
- **Running**
- **Completed**

The Requests window also displays the status of the request as follows:

- **Error**
- **Normal**

For every request submitted, Oracle Student System maintains the following:

- **Log** - displays the start and end date and time, the progress, the errors, whether there was an output, the number of copies printed, and the request ID.

All concurrent processes whether or not they produce an output or report, produce a log file. You can check the errors, correct these, and run the process again.

- **Output** - displays a summary of the statistics of records processed.
- **Details** - displays all the details that appear in the Submit Request window with additional details such as phase, status, requestor, scheduled start date, priority, and dates of submission, start, and completion.

## A.2 Using Concurrent Processes

This section consists of the following:

- Running a Concurrent Process in Immediate Mode
- Scheduling a Concurrent Process
- Finding and Reviewing a Submitted Request

For detailed steps to complete a concurrent process request, see *Oracle Applications System Administrator's Guide*.

## A.2.1 Running a Concurrent Process in Immediate Mode

This section consists of the following:

- Running a Single Request
- Running a Request Set

### A.2.1.1 Running a Single Request

To run a single request:

1. Navigate to the Submit a New Request window as follows:

**Requests > Concurrent Manager > Requests > Run**

The Submit a New Request window appears.

2. Select the Single Request radio button.
3. Click **OK**.

The Submit Request window appears.

4. In the Name field, select the concurrent process from the drop-down list or do a partial search in the Find field using % as a wildcard.

The Parameters window appears.

5. Enter data in appropriate fields.

For information on parameters, see the associated table for a concurrent process. For concurrent processes that do not have parameters, refer to Step 7.

6. To apply the parameters, click **OK**.

The Parameters window closes, and the parameters specified appear in the Parameters field of the Submit Request window.

7. To run a concurrent process that you have run before, with the same parameters, click **Copy** in the Submit Request window. This selects the previous concurrent process request from the list of values and copies the name and parameters of the concurrent process.

Previous requests are displayed by name with the respective parameters passed for the concurrent process.

8. To send the request to the concurrent manager, click **Submit**.

A message with the request ID of the submitted request appears.

9. Click **Yes** to submit another request or run another concurrent process. Click **No** to close the Submit Request window.

### A.2.1.2 Running a Request Set

To run a request set, perform the following steps:

1. Navigate to the Submit a New Request window.
2. Select the Request Set radio button, and click **OK**.
3. In the Request Set field, enter the name of the request set. Alternatively, click **Copy** to use the previous request set submission.
4. To send the request to the concurrent manager, click **Submit**.

A message with the request ID of the submitted request appears. A message with the request ID of the submitted request appears.

5. Click **Yes** to submit another request or run another concurrent process. Click **No** to close the Submit Request window.

## A.2.2 Scheduling a Concurrent Process

To set up a schedule for a concurrent process, perform the following steps:

1. In Oracle Student System, navigate to the Submit a New Request window, select the Single Request radio button, and click **OK**.
2. Select a concurrent process and enter parameters for it.
3. Optionally, click **Copy** to copy the concurrent process name and parameters from a previous request.
4. For more information on how to run a concurrent process in immediate mode, see Running a Concurrent Process in Immediate Mode.
5. To set up a schedule for the process, click **Schedule** and select the Periodically or the On Specific Days radio button.
  1. For periodic runs, enter the interval at which the process is to be run, and whether the interval is to be applied to the start or the end of the previous run.
  2. You can set the process to run on specific days of a month or a week.
  3. You can also enter an end date to denote the period for which these settings will apply or leave this blank to apply the schedule indefinitely. You can save this schedule and use the **Apply a Saved Schedule** to apply this to a

different concurrent process. You can choose to have the date parameters, if available, for a process to increment per the system date with each subsequent run.

6. Optionally, click **Apply a Saved Schedule** to apply an already saved schedule to the concurrent process.
7. To send the request to the concurrent manager, click **Submit**. A message with the request ID of the submitted request appears.
8. Click **Yes** to submit another request or run another concurrent process. Click **No** to close the Submit Request window.

### A.2.3 Finding and Reviewing a Submitted Request

To find and review a submitted request, perform the following steps:

1. Navigate to the Find Requests window as follows:  
**Requests > Concurrent Manager > Requests > Concurrent**  
The Find Requests window appears.
2. Optionally, you can use the **View > Requests** menu option to open the Find Requests window.
3. Select an appropriate radio button to specify the level of requests you want to view:
  - Completed requests
  - Requests in progress
  - All your requests
  - Specific requests
4. To find a specific request, select the Specific Requests radio button and enter the request ID, or the name, requestor, and date of submission.
5. Click **Find**.  
The Requests window appears, displaying the request details. If the number of requests retrieved is more than one, for example for a specific date of submission, all the requests are listed.
6. To view additional details of a request, select the appropriate request ID and click **View Details**.

The Request Detail window appears.

7. To view the log file, select the appropriate request ID and click **View Log**.
8. If there are any errors, make corrections and run the concurrent process again.

If the concurrent process has an output, click **View Output** to view a summary of the statistics on the records processed.

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# 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.

## **DLHE**

Destination of Leavers from Higher Education where HESA require institutions to collect information on the destination of its graduates on a defined census date.

## **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.

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## **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.

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### **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.

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## **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.



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# Index

## A

---

Admission Import Process  
importing, 3-32

## D

---

DLHE  
data  
target population, 3-49  
return  
identify participants, 3-51  
qualifying periods, 3-50  
survey, 3-54, 3-55  
target population, 3-53  
user return class  
define, 3-50

## H

---

HESA  
producing returns, 3-62  
return  
defining submission periods, 3-59  
editing return, 3-67  
student program attempt  
program transfer, 3-17  
recording, 3-13  
student unit set attempt  
recording, 3-21  
user return classes  
creating, 3-57  
validation kit, 3-7

## Q

---

Qualification Details Import Process  
importing, 3-32  
qualifications  
enter  
Qualification Details window, 3-33

## R

---

return  
generating extract  
identifying error, 3-69  
producing return  
generating HESA file, 3-69  
returns  
student program attempts  
marking, 3-70

## S

---

student program attempt  
pre-enrolling, 3-14  
student unit set attempt  
transfer, 3-21

## T

---

tariff  
calculation  
award hierarchy, 3-31  
exclude qualifications, 3-31  
individual tariff, 3-34  
viewing, 3-40

## U

---

### UCAS

- admission cycles
  - configuring, 4-8
  - description, 4-8
  - managing, 4-7
- application processing
  - offer condition, 4-27
  - offer conditions, 4-28, 4-30
  - transactions, 4-29
- maintenance
  - institution profile, 4-21
- managing applications, 4-32
  - \*W transactions, 4-33
  - business views, 4-32
  - concurrent processes, 4-45
  - details, 4-34
  - exporting, 4-38, 4-39, 4-42
  - HESA data, 4-46
  - importing, 4-33
  - importing Hercules data, 4-34
  - importing residency class, 4-33
  - Marvin, 4-34
  - processing, 4-35
  - processing applications, 4-53
  - processing transactions, 4-61
  - removal, 4-37
  - reviewing, 4-36
  - viewing, 4-33
- overview, 4-5
- processing imported data
  - errors, 4-17
  - interface tables, 4-18
  - validation, 4-16
- reference data
  - application processing, 4-26, 4-30
  - creating, 4-10
  - exporting new data, 4-23
  - GTTR degree subjects, 4-13
  - Hercules data, 4-11
  - importing, 4-11
  - institutions, 4-13
  - maintenance, 4-19
  - processing imported data, 4-16

- programs, 4-24, 4-25, 4-26
- small system, 4-14
- view, 4-22