Welcome!

The first few weeks of the new academic year seem to be passing more quickly than ever, and I know that all members of SAA staff have been playing a very full role in welcoming back our students – helping those returning to pick up the threads as quickly as possible, and supporting the new entry as they arrive, find their way around, and start their new courses.

A huge thank you to all of you, for all the effort and commitment that goes into preparation for the new academic year, and for all the activity around Welcome Week. Although confirmation and clearing was very successful this year, the University has endeavoured to maintain its total student population as per last academic year, thereby ensuring that the student experience is not compromised; through our work in SAA, we too can significantly contribute to a positive student experience.

I have now been in the substantive post of Academic Registrar for nearly six months and I am aware that I have not been able to visit all of you in your teams. Kathy Case and I will work with the SAA Managers to ensure that I am able to come out to meet, talk and even work with you all so I can gain further insight into the daily work of SAA and how we support both students and academic staff; I am very much looking forward to the visits.

Best wishes
Claire

Claire Atkins
Academic Registrar

Operational News

EXAMS, AWARDS & GRADUATION (EAG)

Graduation

Applications for Winter Graduation open on 03 October through to 28 October 2016.

The detailed schedule with programmes is now available on the [Graduation website](#).

The robing website (to order academic robes) will be opened by mid-October 2016. New briefing/feedback sessions will be provided by EAG prior to this date.

Exams

The SZAEXAM form on Banner will be available from 26 September until 17 October for faculties to enter their Exams.

The generic Exam Timetable is due to be issued in week commencing 21 November.
STUDENT RECORDS

SLC Change of Circumstances

Notification of change of circumstances for SLC funded students should be completed and sent to slccoc@soton.ac.uk as soon as possible after the change occurs. Please also ensure that the Banner record has been updated to reflect the change.

Student Communications in 2016/17

A 2016/17 student communications schedule has been produced by the Student Records Team. This details an anticipated schedule for communications to be sent from the Student Records Team in Registry to students during the academic year.

The schedule also includes templates and an indication of the students that would be included/omitted from the respective e-mail or letter.

ADMISSIONS

The Registry Admissions team will be supporting International Student Registration from 21 September to 30 September and so will be running at a reduced capacity. We will do our best to ensure that usual services to faculties and students are not impacted.

The new UCAS cycle has opened and the University has already started to receive applications for its undergraduate programmes.

UG teams are reminded that they need to wait five working days before processing an offer in Banner so that the initial fees classification process can take place.

Please contact the Registry Admissions team in the event you have any queries about this process.

CURRICULUM AND TIMETABELING

2016/17 Teaching Timetables

Teaching timetables have been released to staff and students online via www.sussed.soton.ac.uk and the MySouthampton app. Guidance for viewing timetables has also been documented.

Small changes such as tutorial or lab groups swaps may occur over the next few weeks as we work to resolve clashes due to optional module swaps, so students should be advised to re-check their timetables ahead of the start of term.

Staff News

Registry: Exams, Awards & Graduation

EAG would like to offer congratulations to Emma Unsworth who will be leaving the University to join an IT company in Southampton, and to Vicky Shawley, who has taken a promotion to join the Careers team. We wish them both the very best in their new roles and will miss them both very much.

AER Critical Dates (Enabling)

2016/17: Semester 1

August 2016 New students invited to attend transition days with Enabling

September 2016 Enabling appointments available to all students who apply

September 2016 Initial meetings and assessments take place

October 2016 Enabling contact all students to advertise their facilities and appointments

October 2016 Faculties contact their students directly to advise students with additional requirements to contact Enabling

October - November 2016 Initial meetings and assessments take place

11 November 2016 Deadline for students requiring additional requirements to contact Enabling

02 December 2016 Deadline for Enabling to enter Banner codes and reports

03 December 2016 Final AER extract from Banner

03 December onwards Enabling to inform EAG by email/phone of any late emergency-only cases

w/c 19 December 2016 Individual candidate timetables published on SUSSED

Wear It Pink

SAA will once again be participating in ‘Wear It Pink’ on Friday 21 October. As usual, little pink pigs will be distributed across the SAA Workstream and any pennies would be gratefully received.

Look out for further information over the course of the next few weeks.
Faculty of Health Sciences

Health Sciences would like to congratulate Denise Ali for her successful move to a secondment position as Administration Officer in the Faculty of Business & Law Graduate School, and to Beth Anniston who is moving to a secondment position as Senior Administrator in the Faculty of Health Sciences’ Curriculum, Quality and Timetabling team. Denise’s and Beth’s substantive posts are in the Health Sciences’ Placement team.

We would like to give our warm wishes and congratulations to Laura Powell from the Health Sciences’ Placement team. Laura got married recently and she is now Mrs Laura Bartlett.

We say a sad goodbye to Maralyn Lyne from the Health Sciences’ Curriculum, Quality and Timetabling team. Maralyn has recently retired after 32 years working for the University and she will be sorely missed.

Registry: Curriculum and Timetabling

Paygen McPheron (C&T Officer for Medicine) is now on maternity leave. Her position will be covered by Lianne Allen (née Brown) who has worked for the team previously in various roles and has a wealth of knowledge and experience. She will be re-joining the team from Monday 26 September, and will be working Monday afternoons from 13.00, Tuesday mornings until 12.30, Wednesdays and Thursdays.

The Team Organisation Chart is available to view.

STARS

There are a number of staff changes coming up in the STARS team. Helen Everest, the Programme Manager, is moving on to take up the role of Transformation Programme Manager here at Southampton. Naveed Dogar is leaving to start a PhD at Oxford University and Claudia Viggiano is leaving to start a PhD at Portsmouth University. We wish them all the very best of luck for the future.

Recruitment is underway to fill these posts and, until the new Programme Manager is in post, Annaleida van de Meent-Schepers and Michael Dawes will report to Sara MacDonald.

There is excellent news to report in that the funding for STARS has been extended through to the end of July 2018, so the team can stay in place to deliver the projects that are already in progress and take on some new challenges.

STARS Programme Update

Recruitment and Admissions CRM and Application System (RACAS)

STARS has been through a particularly busy period with the main focus on the RACAS project, which is implementing the new Hobsons Radius software for Admissions CRM and all non-UCAS applications.

The team has been configuring the system, setting up all the relevant data and, with help from the Admissions teams, testing the new solution. At the time of writing, the first phase of the implementation is due to go live; this covers the UCAS data feed from Banner to Radius and the production of UCAS communications.

Phase 2 is planned for the w/c 03 October and will include PGT applications and communications for FPSE and FEE. This will be followed by PGT for the remaining faculties two to three weeks later, and finally PGR and all other direct applications as soon as possible after PGT.

SAA Job Vacancies

Faculty of Natural & Environmental Sciences:
Administrative Officer, Recruitment and Admissions

Location: National Oceanography Centre
Salary: £19,485 to £23,164 pro rata per annum, Part-Time Fixed Term (18 hours per week)
Closing Date: Tuesday 04 October 2016
Interview Date: To be confirmed
Reference: 783016GX
https://jobs.soton.ac.uk/Vacancy.aspx?ref=783016GX

STARS Programme Manager

Location: Highfield Campus
Salary: £36,672 to £46,414 Full-Time, Fixed Term (end date 31/07/2018)
Closing Date: Monday 03 October 2016
Interview Date: To be confirmed
Reference: 778516GX
https://jobs.soton.ac.uk/Vacancy.aspx?ref=778516GX

SAA Secondment Opportunity

Faculty of Engineering and the Environment, Team Leader, Recruitment and Admissions

Location: Boldrewood Campus
Salary: Level 4 - £28,982 or at Level 4 applicant’s current spine point.
Commencing: October/November 2016 until 31 August 2017
Closing Date: Thursday 06 October 2016

Advert and Job Description

This post presents an exciting opportunity for a highly motivated individual to lead our busy Admissions team. Major elements of the post will be to ensure the smooth running of all direct applications, including research, liaising with academic staff, reviewing process and regularly reporting progress.

If you wish to discuss this post further, please contact Nasseem Fazel-Hamedani, Faculty Academic Registrar, on ext. 21851 or e-mail N.Fazel-Hamedani@soton.ac.uk

Please apply (by completing the Expressions of Interest template) by close of business Thursday 06 October 2016.
Curriculum Management (CRUMS)

The Curriculum Management project has made good progress with nearly 60% of existing module data set up ready for upload to the new system in October 2016.

Module migration will be completed in November and then the work to set up programme data will start. In the meantime, the team are working on phase 2 of the system configuration with Worktribe; the biggest elements of which are the programme specification and the programme validation workflows.

Phase 2 testing is due to start in early October. Work has also started to plan the training that will be needed to ensure relevant staff are ready in January 2017 to use the system for the curriculum planning cycle.

Placements

Placement management project funding has been agreed and Helen Ralph will be taking on the project management of this for six months from 03 October. Project initiation and requirements gathering will be starting soon so the project will be contacting the faculties to engage interested parties.

Student Engagement Early Warning System

The Student Engagement Early Warning System project had its business case, for the iSolutions work to update the SUMMS Qlikview user interface, approved by the Student Systems Board in August.

The requirements for this will be drafted in the coming months so new screens can be developed to make the app easier to use.

The pilot with the Faculty of Natural & Environmental Sciences and the Faculty of Health Sciences is due to start week commencing 03 October, so the current focus is on agreeing the follow-up processes and communications for when a student has been identified with possible engagement issues.

An assistant is being recruited to work on the project but, in the meantime, Lynn Godfrey from Student Records is assisting with the pilot preparation. Chloe Gilbert is taking over the project management from Helen Everest.

Banner XE

The team has also been working with Cath Thomas from the Student Administration Systems Team, and Dave Key from iSolutions, to plan our move to Banner XE which will be a key focus for STARS going forward. XE would bring some significant benefits for the University, including:

- The ability to configure rather than customise our Banner service, making it easier to maintain and upgrade, with less associated risk
- Automated upgrades with much reduced system downtime
- More self-service options for staff and students which are modern, intuitive to use and available on multiple devices
- The software would be based on a sustainable, modern technical platform.

As the Banner Workflow implementation is dependent on aspects of the XE work, this project has been put on hold while the way forward for XE is being clarified.

Academic Registrar’s Commendations

We are pleased to report that there have been four recent Academic Registrar’s Commendations:

- Sara Dixon, Quality Standards & Accreditation Team
- Yael Bradbury, Doctoral College
- Jessica Phipps, Doctoral College
- Bethany Crow, Exams, Awards & Graduation

Each colleague was recognised for outstanding performance and exceeding expectations in the role. Congratulations to all.

Forthcoming Live Student Administration System (Banner) Downtimes

The downtime schedule for the Student Administration System (Banner) for the remainder of the calendar year can be found on the Student Systems Support page on the SAA website. These downtimes are necessary to undertake regular scheduled updates and installations to the system.

With regard to forthcoming downtimes in the next couple of months, please note that the live system will be unavailable on:

- Wednesday 05 October, 15:00-19:00
- Wednesday 02 November, 15:00-19:00

As is standard, the online postgraduate application form, Banner Gradebook, Application Review Centre (ARC) and Self-Service will be unavailable as part of these downtimes.

Please could we consequently ask faculty teams to pass this information on to those academics who use Banner Gradebook or ARC.