

## Direct Admissions System BI/Query Model (v2)

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## ***Introduction***

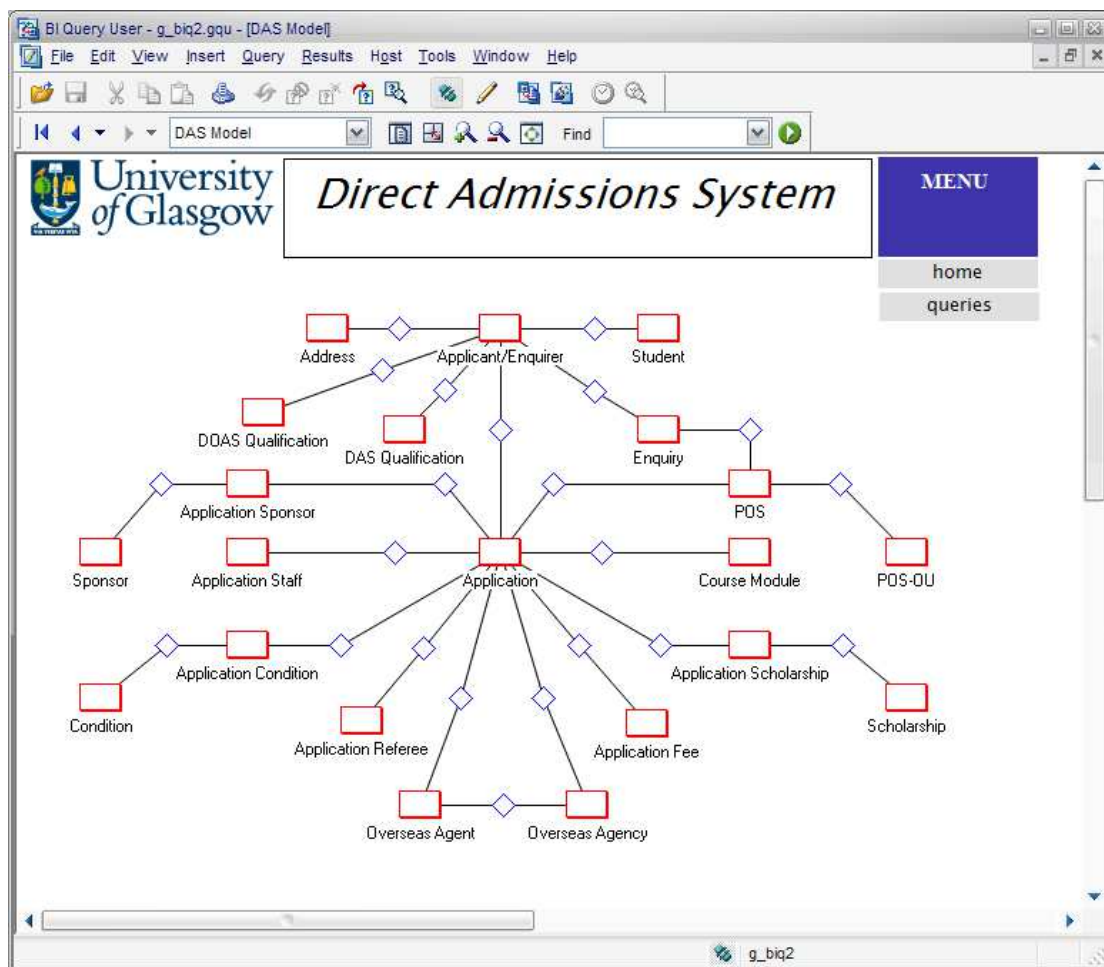
The BI/Query data model of the University of Glasgow legacy Direct Admissions System allows authorised University staff (such as College or School administrators) to access admissions data prior to 01/10/2013 which relates to them. Although this model does not include all the information held in the database, it does allow access to a large part of it.

Registered users can access the model using the Bi/Query Launcher  
<http://www.gla.ac.uk/services/it/forstaff/businessapplications/biquery/>

## ***Security***

Security mechanisms are such that only registered users of the Direct Admissions System can use this BI/Query model. Restrictions have been placed on data access so that you may only be able to see some of the information held in the database. Anyone wishing to get access to this data must complete a form and have it signed by the Head of School/College or University Service. The form is currently available for download from the IT Services web pages (<http://www.gla.ac.uk/services/it/forstaff/businessapplications/forms/>). The completed form will then be passed to the relevant office for authorisation signatures. You will subsequently be registered with IT Services to be able to extract data from the BI/QUERY model.

## The Data Model



### Note

Any queries that you define for your model *may* not be compatible with any new versions of the model that are produced in the future (but most should work on new versions of the model). You should keep a definition of how you created a query (e.g. attributes displayed, qualifications used etc.), and this should make it very simple to reproduce. Features such as buttons, however, will probably be lost with new releases, but again, it should be a simple matter to create a new button and link it to a query, and/or application.

## Table Descriptions

The following is a list of all the tables within the data model, together with a description of each of the fields, or attributes, in the table. There are several tables having Codes and corresponding Names of various kinds as table fields. For a list of possible Codes, together with their full names, select both attributes from the table in question, then pull down the Query menu and select Modifiers, and then Distinct.

Many tables contain attributes such as *date-creation*, *date-deletion*, *date-updated* and *update-user-id*. These are system maintained fields and show when the record in the database was created, deleted, updated and by whom. To reduce the amount of documentation, these attributes and their descriptions are not shown against the respective tables.

The **Format** column gives an indication of what kind of data is held in the field. **C** indicates a Character field and the number following gives the maximum length (e.g. C8 is an eight character field). **Num** is a numeric field. Finally, **Date** indicates an attribute that holds a date.

**Note that not all the fields included in the database tables are being used in the model.**

## Applicant / Enquirer

This table holds basic details about an applicant or an enquirer - the status defines whether they are an "enquirer" or an "applicant". A person can have any number of enquiries or applications, so for example, a person could be recorded in the system one year with an application (which was perhaps not successful) and with another application in a following year.

Attribute Name	Format	Description
<i>Applicant number</i>	C9	A unique number given to this applicant. An applicant can have a number of enquiries and/or a number of applications recorded against them. This is a system-generated number and is simply a sequence number.
<i>Applicant status</i>	C10	The "status" of the applicant. This will be ENQUIRER while the person only has enquiries, but will become APPLICANT whenever an application is created for the person.
<i>Title</i>	C4	The title of the person (e.g. Mrs)
<i>Title upper</i>	C4	Uppercase version of the title.
<i>Initials</i>	C3	The person's initials.
<i>Initials upper</i>	C3	Uppercase version of the initials.
<i>Surname</i>	C30	The person's surname or family name.
<i>Surname upper</i>	C30	Uppercase version of the surname. Used for searching.
<i>Forename</i>	C30	The person's forename(s).
<i>Forename upper</i>	C30	Uppercase version of the forename.
<i>Date of birth</i>	Date	The person's date of birth. A date of 1/1/1800 or "" (an empty text string) indicates that a person's date of birth has not been supplied.
<i>Gender</i>	C1	The person's gender (M, F or blank if not supplied).
<i>Disability code</i>	C2	A code indicating any disability that the person may have.
<i>Disability description</i>	C40	The description of the disability code above (Uppercase).
<i>Registered disabled flag</i>	C1	A flag to indicate whether the person is in receipt of Disability Allowance.
<i>Nationality code</i>	C4	A code indicating the nationality of the person (format: N plus 3 digits).
<i>Nationality description</i>	C40	Full description of the nationality code above (Uppercase).
<i>Ethnic origin</i>	C2	A code to indicate the ethnic origin of the applicant.
<i>Previous surname</i>	C30	A previous surname, if applicable.
<i>GMC registered</i>	C1	Flag to indicate whether the person is registered with the General Medical Council (Y or N).
<i>GTC registered</i>	C1	Flag to indicate whether the person is registered with the General Teaching Council (Y or N).

<i>GTC registration number</i>	C30	If the above flag is set to 'Y', this field will hold the person's registration number.
<i>Previous GU student flag</i>	C1	This flag (set to Y or N) indicates whether the person was a previously matriculated student at the University of Glasgow.
<i>GU matriculation number</i>	C7	A matriculation number, if the person was a previous student at the University of Glasgow.
<i>Staff number</i>	C8	If the person applying is currently a member of staff, the staff number should be included in this field.
<i>St Andrews student</i>	C1	Flag to indicate whether the person was a previous St Andrews student.
<i>St Andrews diocese</i>	C24	The diocese if the person was a St Andrews student.
<i>Qualification on entry</i>	C2	This gives the qualification on entry – i.e. the highest type of qualification that the person has attained prior to applying.
<i>English test required</i>	C1	Flag to indicate if an English language test is required.
<i>English qualification</i>	C30	If relevant this will hold the English language qualification that the person has taken, or is going to take.
<i>English qualification award date</i>	Date	Date on which the above was awarded.
<i>English results</i>	C6	Result of the English language test.
<i>Applicant / enquirer comments</i>	C100	Any general comments about the applicant.
<i>Rollover flag</i>	C1	Flag to indicate whether the applicant's details have been rolled over into the SRS.
<i>Rollover date</i>	Date	The date on which the details were rolled over to the SRS.
<i>Passport number</i>	C35	The person's passport or travel document number
<i>Country of birth code</i>	C4	A code defining the person's country of birth. The country of birth codes are the same as those used for nationality.

## Address

This holds the details of the person's address, of which there can be up to two. The address type defines whether the address is permanent or a correspondence address. There is also a flag to indicate which is the correct address at the current time.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Applicant number</i>	C9	The applicant number
<i>Address type code</i>	C8	A code to indicate the type of address. This will contain a value of either HOME or POSTAL to indicate the permanent or correspondence address.
<i>Current</i>	C1	A flag (Y or N) to indicate whether the address is the current one. Only one address should be set to Y.
<i>Address line 1-6</i>	C35	The address lines.
<i>Postcode</i>	C20	The postcode (or equivalent for foreign addresses).
<i>Phone number</i>	C25	The phone number
<i>FAX number</i>	C25	The fax number if appropriate.
<i>Email address</i>	C100	The person's email address.
<i>Domicile code</i>	C8	A code to indicate the place of the person's permanent address.
<i>Domicile name</i>	C40	Full name corresponding to Domicile Code. Uppercase field.
<i>Domicile group code</i>	C2	This attribute is used in the statistics reports. There are five possible values: '01', '02', '03', '04', '05'.
<i>Domicile group name</i>	C8	Full name corresponding to <i>domicile group code</i> . Possible values are 'Scotland', 'UK Other', 'EU', 'Overseas' and 'Unknown' respectively.
<i>Date start residence</i>	Date	For correspondence addresses only, this is the date on which the residence at this address starts.

<i>Date end residence</i>	Date	For correspondence addresses only, this is the date on which the residence at this address ends. If blank, it is assumed there is no end date.
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## Application

This table holds the basic details about all formal applications submitted to the University and entered into the DAS. An applicant can submit, and have recorded, any number of applications (perhaps for different Programmes of Study, or perhaps for different sessions). Note that some other application-related information is held in some of the other tables linked to **Application**, such as **Application Sponsor** or **Application Condition** etc.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Applicant number</i>	C9	The unique applicant number.
<i>Application number</i>	Num	A number given to each application for an applicant. For example, the same person applying twice would have their applications numbered 1 and 2.
<i>POS code</i>	C8	The code for the Programme of Study.
<i>POS name</i>		The full name, or description, of the Programme of Study.
<i>Taught/research indicator</i>	C1	Indicator to say whether the POS is taught ('T') or research based ('R').
<i>Application type</i>	C10	The type of application. This will be ONLINE if the application was submitted using the Online Application System.
<i>Date received</i>	Date	Date on which the application was received.
<i>Entry date</i>	Date	Date on which the person should start on the course.
<i>Thesis title/research area</i>	C250	A title for a thesis or research area etc.
<i>Fee status</i>	C8	The fee status code e.g. 01, 02 etc.
<i>Fee status desc</i>	C40	The description of the fee status code e.g. Standard home fee etc.
<i>Source of information code</i>	C8	Code giving the source of information that the person used to find out about the University of Glasgow.
<i>Source of information description</i>	C40	A full description of the above code.
<i>Additional source of information</i>	C64	Any additional source of information.
<i>Agent Code</i>	C4	The reference number of the International and Postgraduate Service agent who referred the application to the University.
<i>Overseas agency code</i>	C4	Code for the International and Postgraduate Service agent who referred the application to the University.
<i>Forwarded date</i>	Date	Date on which the application was forwarded to the academic school / selector.
<i>Forwarded to</i>	C100	The person to whom the application was forwarded.
<i>Returned date</i>	Date	The date on which the application was returned from the academic school / selector.
<i>Decision code</i>	C1	A code to indicate the decision on the application.
<i>Decision description</i>	C20	The full description of the decision code above.
<i>Decision date</i>	Date	Date on which the decision was taken.
<i>Reply code</i>	C1	Code for the applicant's reply.
<i>Reply description</i>	C20	A full description of the reply.
<i>Reply date</i>	Date	Date on which the reply was received.
<i>Withdrawal date</i>	Date	Date on which the applicant withdrew, if applicable.
<i>All conditions met date</i>	Date	Date on which all the conditions were met.
<i>Deferral date</i>	Date	Date on which the applicant deferred, if relevant.
<i>isDeferred</i>	C1	A flag that indicates if the application is deferred (Y) or is not deferred (N).
<i>Deferral reason code</i>	C1	A code indicating the reason that the applicant deferred.

<i>Deferral reason description</i>	C20	The full description of the deferral code above.
<i>Original entry date</i>	Date	If the applicant defers, this should hold the date on which they were originally to start their course.
<i>Offer text</i>	C265	A free format text field to hold some text that could be included in the offer letter.
<i>Application comments</i>	C70	Any general comments about the application.
<i>User name of creator of application</i>	C8	The user-id, or user-name, of the person that created this entry in the DAS.
<i>School of creator of application</i>	C12	The school of the person that created this entry in the DAS. This may not always be completed.
<i>Academic session code</i>	C8	The entry academic session for this application. This field is generated automatically based on the entry date.
<i>Duration type code</i>	C1	A code representing the length of time the applicant will be attending the University when studying the selected Programme of study.
<i>Rollover Flag</i>	C1	A flag to indicate whether this particular Application has rolled over.
<i>CAS number</i>	C14	The person's Confirmation of Acceptance for studies (CAS) number.
<i>CAS not required flag</i>	C1	This flag will be Y if a CAS is required for this person. If a CAS is not required, this flag will be N or blank.
<i>Third party disclosure consent</i>	C1	This flag will be Y if the person has agreed that their details may be passed to third parties e.g. Glasgow International College. This flag will be N or blank if the person has not given their consent.

## Enquiry

Details about an enquiry from a person can be recorded in the DAS. Any number of enquiries can be held for any particular person. This table simply holds the basic details about those enquiries.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Applicant number</i>	C9	The applicant number.
<i>Enquiry number</i>	Num	A number to indicate, for a particular person, which enquiry. For example, a person who has two separate enquiries recorded will have these numbered 1 and 2.
<i>College code</i>	C8	The college to which the enquiry was made.
<i>Enquiry date</i>	Date	The date on which the enquiry was made.
<i>POS code</i>	C8	The code for the Programme of Study.
<i>POS name</i>	C75	The full name for the Programme of Study.
<i>Entry date</i>	Date	The entry date that would apply for this enquiry, if it progressed to a formal application.
<i>Enquiry comments</i>	C265	Any general comments about the enquiry.
<i>Enquiry source code</i>	C10	A code indicating the source of the enquiry.
<i>Enquiry source description</i>	C80	The description of the above code.
<i>Subject of enquiry</i>	C100	General text about the subject of the enquiry.
<i>Status</i>	C12	Can be 'APPLICATION' or 'ENQUIRY'.

## Programme Of Study (POS)

All Programmes of Study are included here together with non-approved programmes.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>POS code</i>	C8	A code defining the Programme of Study.
<i>POS name</i>	C75	The full name of the Programme of Study.
<i>Course abbreviation</i>	C28	A short version of POS name.
<i>Start date</i>	Date	The start date for the Programme of Study.
<i>End date</i>	Date	The end date for the Programme of Study.
<i>Mode of study</i>	C1	Values can be 'Full time' or 'Part time'. Note that these values are computed strings for display purposes. In the database and in the DAS proper these fields are recorded as 'F' and 'P'.
<i>Adviser code</i>	C6	The code for the adviser linked with this programme of study.
<i>Adviser name</i>	C35	The full name of the adviser. Format: SURNAME, (TITLE) FORENAME.
<i>Qualification type code</i>	C2	Values can be 'UG' or 'PG'.
<i>Ugrad / pgrad indicator</i>	C2	This code indicates whether the Programme of Study is intended for undergraduate students ('U') or postgraduate students ('P'). This field corresponds to the 'Level of Study' field in the DAS proper.
<i>Classification code</i>	C4	This code indicates whether the Programme of Study is a Taught Course ('TGT') or a Research-based Course ('RES'). This field corresponds to the 'Type of Study' field in the DAS proper.
<i>Fee band code</i>	C2	A code to indicate the fee band.
<i>Fee grouping code</i>	C8	A code to indicate the fee grouping.
<i>Grouping code</i>	C1	The letter of the college code associated with the programme of study e.g. I = College of Arts, N = College of Medical, Veterinary and Life Sciences, O = College of Science and Engineering, T = College of Social Sciences.

## POS-OU

This holds details for schools that are responsible for individual Programmes of Study.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>POS code</i>	C8	A code defining the Programme of Study.
<i>OU code</i>	C12	A code defining the Organisational Unit (usually a School) responsible for the Programme of Study.
<i>OU name</i>	C40	Full name corresponding to OU Code.
<i>OU long name</i>	C80	not used
<i>admin load</i>	Num	not used
<i>Teaching load</i>	Num	not used



## Course Module

This holds the individual courses included in the Programme of Study for this applicant.

Attribute Name	Format	Description
<i>Applicant number</i>	C9	The unique applicant number.
<i>Application number</i>	Num	The application number.
<i>Module code</i>	C8	The code for the course module.
<i>Module name</i>	C75	The full name of the course module.
<i>Module abbreviation</i>	C28	An abbreviated name for the course module.
<i>Major</i>	C1	A flag to indicate whether the person is majoring in this course.
<i>Required</i>	C1	'Y' or 'N'. Defines whether this is a mandatory course in this Programme of Study.
<i>School code</i>	C12	A code identifying the school that teaches this course module.
<i>Percentage share</i>	Num	An optional indication of how much responsibility the school takes for the teaching of the course module.

## Student

This contains details about all students held in the Student Record System and is included here simply to supply other information about people entered into the DAS who have been previous students, or who go on to be admitted as students through the DAS.

Attribute Name	Format	Description
<i>student number</i>	C7	The matriculation number of the student.
<i>surname</i>	C25	The student's surname (UPPERCASE).
<i>forenames</i>	C30	The student's forename(s) (UPPERCASE).
<i>title</i>	C4	The student's title.
<i>Sort order (fullname)</i>	C45	A combination of surname and forenames which can be used as a sort field. Format: SURNAME, FORENAME (FORNAME).
<i>Initials</i>	C6	The student's initials.
<i>prefix</i>	C12	e.g. 'HRH'.
<i>suffix</i>	C12	e.g. 'MP'.
<i>Date of birth</i>	Date	The student's date of birth
<i>Marital status code</i>	C1	A code to indicate the marital status of the student.
<i>Sex</i>	C1	The student's gender ('M', 'F' or blank).
<i>Gc_reg_date</i>	Date	Not used.
<i>Date of death</i>	Date	The date of the student's death, if applicable.
<i>Ethnic origin</i>	C2	A code indicating the student's ethnic origin.
<i>Domicile code</i>	C8	A code indicating the place of the student's permanent address.
<i>Nationality code</i>	C8	A code indicating the nationality of the student.
<i>Home residence code</i>	C1	A code indicating where the student's home residence is located.
<i>Residential category code</i>	C1	A code to indicate the type of the student's residence.
<i>Last registered session code</i>	C8	This may give some indication of the year the student finished their previous study, if applicable.
<i>Disability code</i>	C2	A code indicating any disability that the student may have.
<i>Registered disabled flag</i>	C1	A flag to indicate whether the student is registered disabled.
<i>Occupation code</i>	C4	Occupation code for UCAS entrants.

<i>Previous ucca code</i>	C4	The student's previous UCCA code, if applicable.
<i>Rec_in_use_fg</i>	C1	
<i>Year left last institution</i>	C8	

## Sponsor

This contains a list of all sponsors held in the Student Record System with some of their basic details.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Sponsor code</i>	C6	A code for the sponsor.
<i>Sponsor type code</i>	C4	A code indicating the type of sponsor.
<i>Sponsor name</i>	C40	The full name of the sponsor.
<i>Sponsor abbreviation</i>	C20	An abbreviated name for the sponsor.
<i>Public fund flag</i>	C1	Not used.
<i>Address lines 1-5</i>	C35	The address for the sponsor.
<i>Postcode</i>	C20	The sponsor's postcode.
<i>Telephone</i>	C25	The sponsor's telephone number.
<i>Report contact name</i>	C40	A named individual within the sponsoring organisation.
<i>Fnn contact name</i>	C40	A named individual within the sponsoring organisation.
<i>Account number</i>	C10	Not used.
<i>Fnl invoice intrvl</i>	Num	Not used.
<i>Invoice flag</i>	C1	Not used.
<i>Invoice type</i>	C1	Not used.
<i>Invoice frmt</i>	C1	Not used.
<i>Term flag</i>	C1	Not used.
<i>Rcpt flag</i>	C1	Not used.
<i>Tin_debt_na_flag</i>	C1	

## Application Sponsor

This link table between Application and Sponsor shows which organisations have acted as sponsors to the applicant together with the details of each sponsorship agreement.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Applicant number</i>	C9	The unique applicant number.
<i>Application number</i>	Num	The application number.
<i>Sponsor code</i>	C8	The code for the sponsor who is to sponsor this application.
<i>Sponsor's reference number</i>	C25	A reference that the sponsor has given to this application.
<i>Date proof requested</i>	Date	Date on which proof was requested from the sponsor.
<i>Date proof confirmed</i>	Date	Date on which proof was received from the sponsor.
<i>Date award accepted</i>	Date	Date on which the award was accepted.
<i>Amount</i>	Num	The amount of the contribution towards tuition fees to be paid by the sponsor.
<i>Amount %age</i>	Num	Percentage contribution by the sponsor.
<i>Method of payment</i>	C5	The way in which the sponsor is to pay.
<i>Date award offered</i>	Date	Date on which the offer was made.
<i>Duration</i>	C15	How many months/years the sponsor will contribute towards tuition fees for this POS for this applicant.
<i>Award type</i>	C1	Not used.
<i>Fpa status</i>	C1	Not used.

## Condition

A list of all the possible conditions which can be associated with an application.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Condition code</i>	C6	A unique code for the condition.
<i>Condition short description</i>	C14	A short description for the condition (up to 14 characters)
<i>Condition description</i>	C300	The full description for this condition (up to 300 characters).
<i>Condition type</i>	C1	The type of condition. Not currently used.

## Application Condition

This is a link table between an application and a condition identifying which conditions apply to which applications.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Applicant number</i>	C9	The unique applicant number
<i>Application number</i>	Num	The application number
<i>Condition code</i>	C6	A code to define the condition for this application.
<i>Condition number</i>	Num	This is a number, generated by the DAS, which is assigned to every condition. The first condition for an application is numbered 1, the second 2 etc.
<i>Condition met on date</i>	Date	The date on which this condition was met.

## Application Referee

This holds names and addresses for the referees for an application.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Applicant number</i>	C9	The applicant's unique applicant number.
<i>Application number</i>	Num	The application number.
<i>Referee number</i>	Num	This is a number given to each referee – the first for an application is numbered 1 and the second 2. Only two referees can be recorded for an application.
<i>Referee name</i>	C25	The name of the referee.
<i>Address</i>	C162	The referee's address.
<i>telephone</i>	C25	The referee's phone number.
<i>Post code</i>	C8	The referee's postcode.
<i>Email</i>	C50	The referee's email address.
<i>FAX</i>	C25	The referee's fax number.
<i>Date requested</i>	Date	Date on which the reference was requested from the referee.
<i>Date Received</i>	Date	The date on which a reply was received from the referee.
<i>Result</i>	C3	The outcome of the reference.

## Application Staff

This links applications to individual members of staff for various reasons. For example, this table could be used to indicate that the member of staff is a supervisor or second supervisor. In version 1 of the system the advisers are also included in this link table. Beginning with version 2, the adviser can be obtained via the POS table.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Applicant number</i>	C9	The unique number identifying the applicant.
<i>Application number</i>	Num	The number of the application for this applicant.
<i>Staff number</i>	C8	The member of staff number.
<i>Title</i>	C4	The staff member's title.
<i>Initials</i>	C6	The initials of the member of staff.
<i>Forename(s)</i>	C25	The forenames of the member of staff.
<i>Surname</i>	C25	The surname of the member of staff.
<i>School code</i>	C8	A code representing the school where the member of staff is based.
<i>Role code</i>	C8	The role that this person is playing. Currently this can be one of three values ... SUPER – primary supervisor SEC – second supervisor ADVISER – defines the adviser for the applicant.
<i>Percentage share</i>	Num	The load for this person.

## Application Fee

Any fees recorded for the application are held in this table.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Applicant number</i>	C9	The unique applicant number.
<i>Application number</i>	Num	The application number for this applicant.
<i>Fee type</i>	C8	The type of fee - i.e. tuition or bench indicated by a value of TN or BN (in the results these codes will be translated to "Tuition fees" and "Bench fees").
<i>Standard fee</i>	Num	This represents the standard fee for the Programme of Study recorded for this application.
<i>Actual fee</i>	Num	This holds the actual fee. If the actual fee has not been entered into the system, then this field will contain the same value as what was entered into the standard fee.
<i>Reason for non standard fee</i>	C20	A short piece of text that is used to describe any reason why the standard fee is not the same as the actual fee.
<i>Included in overall fee</i>	C1	Indicates whether a bench fee is included in the overall fee for the POS, or whether it is cited separately.

## Application Scholarship

This table holds details about any scholarships for the application.

Attribute Name	Format	Description
<i>Applicant number</i>	C9	The unique applicant number.
<i>Application number</i>	Num	The application number.
<i>Scholarship code</i>	C8	A code defining the type of scholarship for which the applicant has applied. Currently, codes range from '01' to '17'.
<i>Consider for award?</i>	C1	A flag to indicate if the application is being considered for a scholarship. Can be either 'Y' or 'N'.
<i>Accept partial award?</i>	C1	A flag to indicate whether the college/school is considering offering a partial scholarship to the applicant. Can be either 'Y' or 'N'.
<i>Award priority</i>	Num	The applicant's ranking for the scholarship.
<i>Funding offered</i>	C1	A flag to indicate whether the applicant has been offered this scholarship. Can be either 'Y' or 'N'.

## Scholarship

This table holds descriptive names for the codes referenced in the Application Scholarship table.

Attribute Name	Format	Description
<i>Scholarship code</i>	C8	Code identifying the scholarship. Currently, codes range from '01' to '17'.
<i>Scholarship description</i>	C80	A descriptive name corresponding to the above scholarship code ('PPARC', 'SAAS', 'AHRB', etc).

## DAS Qualification

This table holds details about any qualifications that the person has gained prior to applying to the University of Glasgow. The DAS Qualification details are entered using the Direct Admissions System.

Attribute Name	Format	Description
<i>Applicant number</i>	C9	The applicant number of the person.
<i>Institution code</i>	C6	A code indicating which institution issued the qualification.
<i>Institution name</i>	C40	The full name of the issuing institution.
<i>Date attended from</i>	Date	The date from which the person attended the institution for this qualification.
<i>Date attended to</i>	Date	The date up to which the person attended the institution for this qualification.
<i>Degree type</i>	C6	Code for the type of qualification.
<i>Main subject code</i>	C8	The code for the main subject in the qualification.
<i>Grade or class of degree</i>	C20	The degree and class attained.
<i>Date expected</i>	Date	Date on which the qualification is expected, if not yet attained.
<i>Date awarded</i>	Date	Date on which the qualification was awarded.

## DOAS Qualification

This table holds details about any qualifications that the person has gained prior to applying to the University of Glasgow. The DOAS Qualification details are available for applicants who obtained a qualification in a country other than the United Kingdom. These details are entered by applicants using the Online Application System.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Applicant number</i>	C9	The applicant number of the person.
<i>Qualification number</i>	Num	A sequence number that identifies a qualification.
<i>Institution name</i>	C60	The name of the institution at which the qualification was obtained.
<i>Country code</i>	C8	The code of the country (non UK) in which the qualification was obtained.
<i>Country name</i>	C40	The name of the country (non UK) in which the qualification was obtained. Uppercase field.
<i>Date attended from</i>	Date	The date on which the applicant began attending the institution.
<i>Date attended to</i>	Date	The date on which the applicant stopped attending the institution.
<i>Qualification name</i>	C30	The title of the Degree or Diploma obtained e.g. Bachelor's, Master's or Diploma
<i>Subject</i>	C100	The main subject(s) of the qualification.
<i>Result obtained</i>	C30	The Grade or Class or Degree obtained e.g. BSc(Ordinary), MA (Hons 2.1)

## Overseas Agent

This table holds details of International and Postgraduate Service agents associated with the University of Glasgow.

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Agent Code</i>	C12	A system-generated numeric code used to uniquely identify an Overseas Agent.
<i>Agency Code</i>	C4	An alphanumeric code used to uniquely identify an Overseas Agency to which the Agent belongs.
<i>Agent Type</i>	C10	Whether the agent is CONTRACTED or REFERRAL.
<i>Job title</i>	C60	The agent's job title.
<i>Title</i>	C4	The agent's title (mixed case)
<i>Title (Uppercase)</i>	C4	The agent's title (upper case)
<i>Surname</i>	C40	The agent's surname (mixed case).
<i>Surname (Uppercase)</i>	C40	The agent's surname (upper case).
<i>Forename(s)</i>	C40	The agent's forename(s) (mixed case).
<i>Forenames (Uppercase)</i>	C40	The agent's forename(s) (upper case).
<i>Address Line 1</i>	C75	The first line of the agent's address.
<i>Address Line 2</i>	C75	The second line of the agent's address.
<i>Address Line 3</i>	C50	The third line of the agent's address.
<i>Address Line 4</i>	C50	The fourth line of the agent's address
<i>Address Line 5</i>	C50	The fifth line of the agent's address.
<i>Address Line 6</i>	C50	The country name of the agent's address.
<i>Country Code</i>	C4	The country code of the agent's address.
<i>Country Agent For Code</i>	C4	The country code of the country that the agent is an agent for.
<i>Country Agent For Name</i>	C40	The name of the country the agent is an agent for.
<i>Postcode</i>	C20	The agent's postcode.
<i>Phone Number</i>	C50	The agent's telephone number.
<i>Fax Number</i>	C50	The agent's fax number.
<i>Email Address</i>	C100	The agent's email address.
<i>Url</i>	C100	The agent's web address/url.
<i>Publish Flag</i>	C1	A Y/N flag that indicates whether the agent data is published on the University web pages.
<i>Agreement Date</i>	Date	The date on which an agreement between The University of Glasgow and the agent was made.
<i>Notes</i>	C255	Any notes recorded about the agent.

## Overseas Agency

This table holds details of International and Postgraduate Service agencies associated with the University of Glasgow

<b>Attribute Name</b>	<b>Format</b>	<b>Description</b>
<i>Agency Code</i>	C4	An alphanumeric code used to uniquely identify an Overseas Agency to which the Agent belongs.
<i>Agency Name</i>	C80	The name of the agency.
<i>Email Address</i>	C100	The agency's email address.

## Standard Queries

A number of queries are distributed with the model. The Queries window contains buttons to generate the queries, which are then used to create basic reports and raw results data. All queries prompt the user for information used to restrict data retrieval. The following table gives a brief description of the queries and their function.

Query	Description	Input	Output
DAS-1	<p><b>List of POS using POS grouping as parameter</b></p> <p>The grouping in this case refers to the first letter of the programme of study code. This lists all Programmes of Study that start with the grouping code. The output is presented as a BI/Query report.</p>	First letter of POS code.	POS code POS name OU Code OU Name FT/PT Tgt / Res
DAS-2	<p><b>List of POS using school name as parameter</b></p> <p>This will produce a list of Programmes of Study based on a school name and which Programmes of Study are taught by which school. The output is formatted into a report.</p>	School name (part of)	POS Code POS Name FT/PT Tgt / Res
DAS-3	<p><b>Batch of offer letters</b></p> <p>This will produce a set of data from the applications in the system which can then be dumped into a format for producing a mail-merge. It could, therefore, be used to generate a set of offer letters to send to applicants. The “date last run” input allows a batch to be generated for the period since this was run last. Only applications entered after this date will be included. The report is run as a series of small queries, the results of which are combined together to produce the final output.</p>	Decision code Date last run POS code	Applicant number. Application number. Title. Surname Other names Initials Address lines 1-6 Post code Entry date Decision POS name OU Name Mode of study Offer text Conditions 1-5 Primary-Supervisor Secondary-supervisor Adviser name Tuition Fees Actual fee Bench fees Actual fees
DAS-4	<p><b>List of applicants and their decisions / replies per POS</b></p> <p>This simply lists set of applicants together with their decisions and replies for any particular Programme of Study. The output is formatted into a report.</p>	POS code	Applicant number. Initials. Surname. Decision. Decision Date. Reply.
DAS-5	<p><b>Mandatory fields for rollover by POS</b></p> <p>This query lists all entries for a particular Programme of Study and all the fields which are considered as mandatory. All the fields listed should have a value entered. Note also that for</p>	POS code	Surname. Other names. Date of birth. Nationality. Domicile. Qualification on entry Fee status.



	Home domiciled students, a postcode must be entered.		POS code. Decision code. Reply code. Disability code. Registered disabled flag. Gender. Address lines 1 & 2.
DAS-6	<b>Mandatory fields for rollover by user-name</b> This is basically the same as DAS-5 but the extraction is done on the basis of a user-name.		
DAS-14	<b>Batch of offer letters by POS Grouping</b> This is the same as DAS-3 but allows the user to enter a POS Grouping Code i.e. the first letter of the POS code and to indicate if the applications to be included are Taught or Research and if they are deferred or not.	Decision code Date last run POS Grouping Code Taught or Research indicator (T/R) Y/N to include/exclude deferrals.	Applicant number. Application number. Title. Surname Other names Initials Address lines 1-6 Post code Entry date Decision POS name OU Name Mode of study Offer text Conditions 1-5 Primary-Supervisor Secondary-supervisor Adviser name Tuition Fees Actual fee Bench fees Actual fees

## Postgraduate Admissions Statistics

Queries DAS-7 to DAS-13 replace the Postgraduate Admissions Statistics previously produced by SPSS. Each one is a “super query” made up of eleven component parts and is designed to look like a crosstab report. In order to understand how these queries operate, it is important to be aware of the following points before the report is run.

### Date Range

Selects Programmes of Study where Course Entry Date is greater than or equal to Start Date prompt value and less than or equal to End Date prompt value.

### College Grouping Codes

These should be taken from the following list:

I = College of Arts

N = College of Medical, Veterinary and Life Sciences

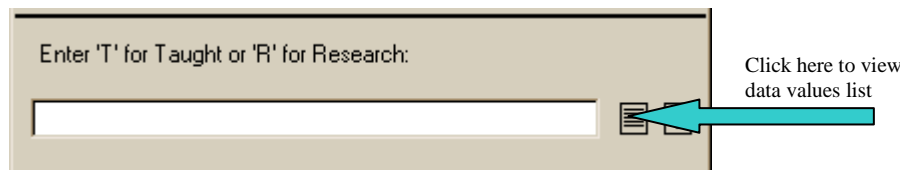
O = College of Science and Engineering

T = College of Social Sciences

### PGT / PGR

When running some of the queries, the user is prompted to input either ‘T’ or ‘R’, which restricts the resulting data to either Taught or Research Courses. This value is used to qualify the ‘classification code’ column in the POS table, which holds the value ‘TGT’ or ‘RES’.

In order to extract both types of Course, it is possible to input both values (type ‘T’, press ‘↓’, then type ‘R’). Alternatively, make sure that the data values list contains no values.



If this prompt is left blank, then all data will be returned. In cases where both ‘T’ and ‘R’ are input, the report label text will read “Postgraduate Admissions Statistics (PGT, R)”. Where no value is input, the report label will not display the text in parentheses.

The new queries are described below. Columns selected for display are the same for each report:

Display Column heading	Database Field name
D / R	concatenation of decision code and reply code
Country of Origin Scotland	domicile code
Country of Origin Other UK	domicile code
Country of Origin EU	domicile code
Country of Origin Overseas	domicile code
Country of Origin unknown	domicile code
Total Home / EU	domicile code
Gender male	Gender
Gender female	Gender
Gender unknown	Gender
Special Needs	disability code
No. of applications	combination of applicant number and application number
Month	Entry Date, formatted e.g. Sep 02

<b>Query</b>	<b>Description</b>	<b>Input</b>
DAS-7	Displays Postgraduate Admissions Statistics by College Grouping. If required, results can be split into Taught and Research courses.	Start date, End date, College Grouping Code (I,N,O or T), PGR / PGT (initial letter of classification code).
DAS-8	Displays Postgraduate Admissions Statistics by Programme of Study.	Start date, End date, POS Code.
DAS-9	Displays Postgraduate Admissions Statistics (University Totals). If required, results can be split into Taught and Research courses.	Start date, End date, PGR / PGT (initial letter of classification code).
DAS-10	Displays Postgraduate Admissions Statistics by School. If required, results can be split into Taught and Research courses.	Start date, End date, School Code, PGR / PGT (initial letter of classification code).
DAS-11	Displays Undergraduate Admissions Statistics.	Start date, End date.
DAS-12	Displays Undergraduate Admissions Statistics by Programme of Study.	Start date, End date, POS Code.
DAS-13	Displays Postgraduate Admissions Statistics by College grouping. Note that the prompt is for a college grouping code and the query will retrieve all Programmes of Study for that College Grouping.	Start date, End date, College Grouping Code (I,N,O or T), PGR / PGT (initial letter of classification code).
DAS-15	Displays Postgraduate Admissions Statistics by Entry Academic Session, and provides totals for the number of applications received by College, Organisational Unit and Programme of study. Withdrawn applications are not included in this report. Note that leaving the College code and OU code fields blank will retrieve all applications received between the specified start and end dates. Note also that if an OU code is entered, the College code must either be left blank or the correct College code must be entered otherwise no data will be retrieved.	College code (I,N,O or T) OU code Start date End date

**END**