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| UniofGlasgow_CMYK | MyCampus Support, Development & Infrastructure |

**User Guide**

**My Campus – Admissions Application Referrals**

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# 1. Admissions Application Referrals

|  |  |  |
| --- | --- | --- |
| **Evaluation Route** | **Career** | **Process** |
| Route 1 | PGR | Admissions - Admin - Supervisor - Admin - Admissions |
| Route 2 | UG/PGT | Admissions - Selector - Admissions |
| Route 3 | UG/PGT/PGR | Admissions - Selector - Refer on - Admissions |

Evaluation Route - Further Information

|  |  |  |
| --- | --- | --- |
| **Evaluation Route** | **Career** | **When might route be used?** |
| Route 1 | PGR | PGR when Admissions send the application to an admin colleague who will forward on to an appropriate Supervisor to review. The Supervisor then records their decision and returns the application to an admin colleague to complete the referral and return to Admissions. |
| Route 2 | UG/PGT | Majority of UG/PGT applications. Will be used when Admissions send a referral to an academic for review and academic returns decision to Admissions to be communicated to applicant. |
| Route 3 | UG/PGT | All Careers, but not used often. This route can be utilised when an application has been sent for review and the Selector requires review by a colleague before a decision can be reached. |

## 1.1 Add tile to homepage

One time set up see appendix A

## 1.2 Referral Assigned – using the UoG pagelet

**Information**

Active referrals are assigned to an evaluator and are viewed via a worklist. From here there are different routes the referral may take depending on the type of application and business area. These routes are detailed in step 1.4

For all referrals, a notification will alert the evaluator that a new referral has been received

Referrals should be completed within the pre-determined timescale

Reminder notifications will be sent when the due date has passed

**Navigation**

**Campus Community > Evaluation Management System > Manage Evaluation**

Graphical user interface, table

Description automatically generated

**Steps**

* Use the Manage Evaluation worklist on the LHS to view and access active referrals assigned to you.
* Use the ID column link on the pagelet to access the referral

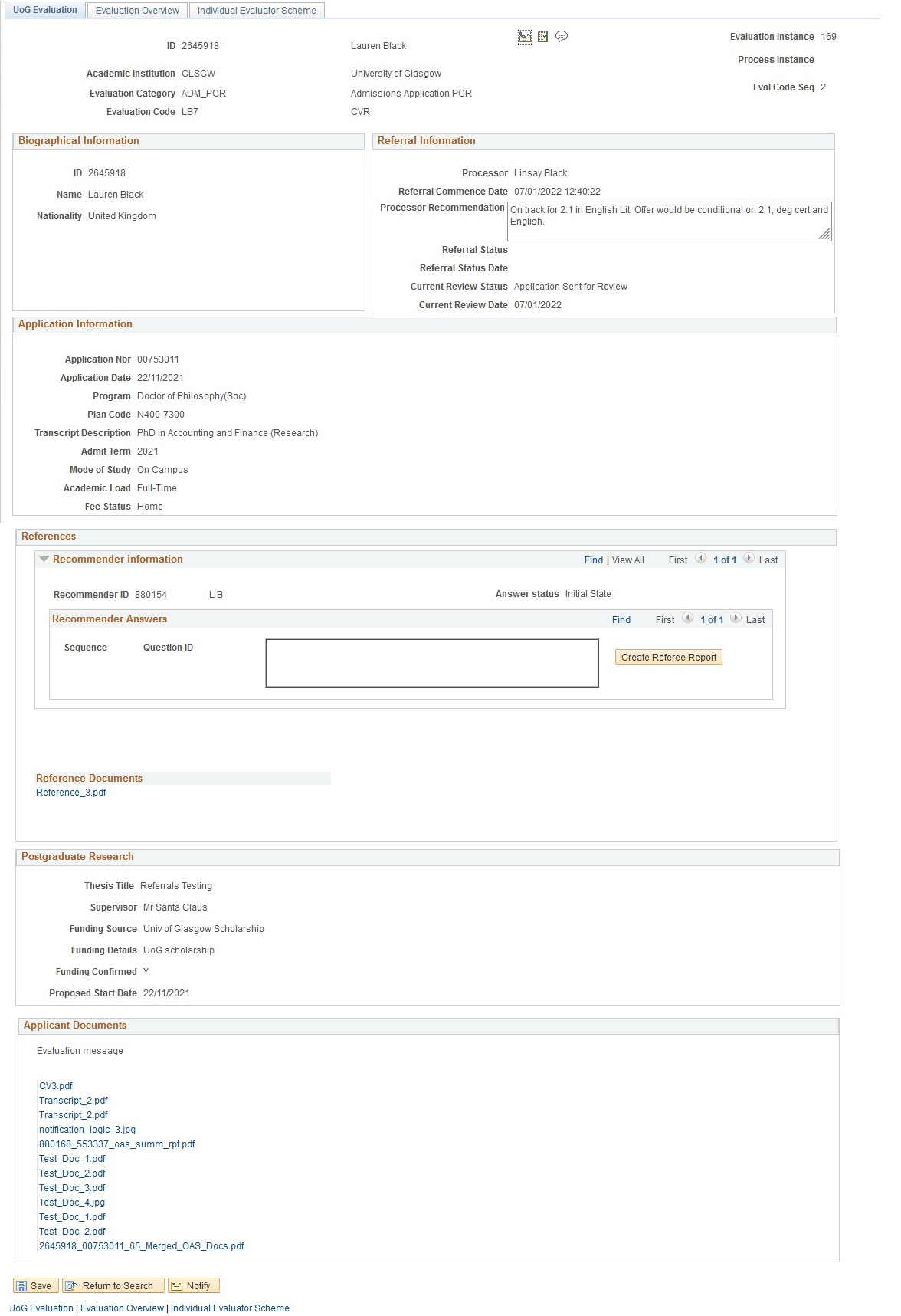
## 1.3 Review Application – using the UoG Evaluation Summary Page

**Information**

Relevant information for the application can be viewed via the evaluation landing page

**Navigation**

**Campus Community > Evaluation Management System > Manage Evaluation > UoG Evaluation tab**



|  |  |
| --- | --- |
| **Field** | **Comments** |
| **Biographical Information group box** | |
| ID |  |
| Name |  |
| Nationality |  |
| UCAS pers ID  **Conditional field**  **Display only if SCC\_GE\_XRF\_APPL/ACAD\_CAREER = ‘UG’** |  |
| **Referral Information group box** | |
| Processor |  |
| Referral Commence Date |  |
| Processor Recommendation |  |
| Processor Comments  Remove this field |  |
| Referral Status |  |
| Referral Status Date |  |
| Current Review Status |  |
| Current Review Date |  |
| **Application Information group box** | |
| Application Nbr |  |
| Application Date |  |
| Program |  |
| Plan Code |  |
| Transcript Description |  |
| Admit Term |  |
| Mode of Study |  |
| Academic Load |  |
| Start Duration | Only visible for PGR career |
| Fee Status |  |
| MD Service Indicator | Only visible for UG career |
| **References group box**  References can either be an uploaded document or stored as Recommender Answers. Information is displayed here from both sources | |
| Recommender answers |  |
| References uploaded documents |  |
| **Postgraduate Research group box**  This group box is only visible for PGR career | |
| Thesis Title |  |
| Supervisor |  |
| Funding Source |  |
| Funding Details |  |
| Funding Confirmed |  |
| Proposed Start Date |  |
| **Applicant Documents group box**  Each document uploaded to the application is displayed here. Note that password protected documents are not included in the merged document  Click the links to access each document which will open in a new window | |

## 1.4 Process Referral

**Information**

The following outlines the system steps required for each processing route as described above.

**Navigation**

**Campus Community > Evaluation Management System > Manage Evaluation > Individual Evaluator tab**

****

|  |  |
| --- | --- |
| Field | Comments |
| **Scheme Details group box** | |
| **Evaluator Details group box** | |
| Evaluator ID | This should display the ID of the current evaluator (or relevant dummy code if the referral notification is sent to a group email) |
| Processing Order | This field should be blank |
| Evaluation Status | The default status is APSENT (application sent for review) and will be updated when each evaluator has completed their review |
| Status Date | Updates automatically as the Evaluation Status is updated. No need to amend |
| Completed Date | Read only field populated once the status has been saved to DECRET |
| Recommendation | The outcome of the application |
| Overall Rating | Not used at UoG |
| Comments | Use the comments field to provide additional information for the admissions team |
| Rating Components | Not used at UoG |

### 1.4.1 Evaluation Route 1

|  |  |  |
| --- | --- | --- |
| Evaluation Route | Career | Process |
| Route 2 | PGR | Admissions - [Admin](#_Administrator_Steps_1) - [Supervisor](#_Supervisor_Steps_1) - [Admin](#_Administrator_Steps_2) - Admissions |

The administrator receiving the evaluation assesses the application and refers on to the appropriate supervisor.

The supervisor makes a decision, the research page is completed and the evaluation is returned to the administrator for sign off.

### Administrator Steps

**Information**

Evaluations at this stage have an Evaluation Status value of ‘New’

* Access and assess the evaluation as per steps 1.2 and 1.3
* Click the + icon to add a new evaluator

Graphical user interface, application

Description automatically generated

* Use the Evaluator ID look up to search for and select the supervisor

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, application

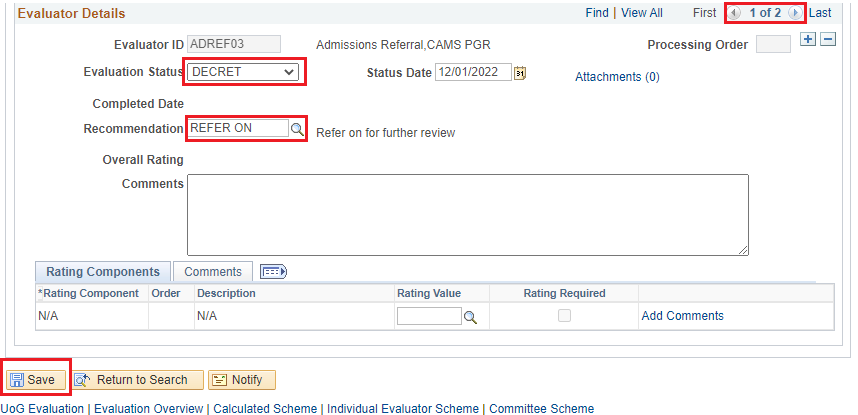
Description automatically generated

* Set the Evaluation Status to APSENT
* Click SAVE

Graphical user interface, text, application, email

Description automatically generated

* Go back to the evaluator row assigned to you
* Set Evaluation Status DECRET
* Set Recommendation REFER ON
* SAVE



The evaluation has now been reassigned to the supervisor who will receive a notification and see it on their worklist.

### Supervisor Steps

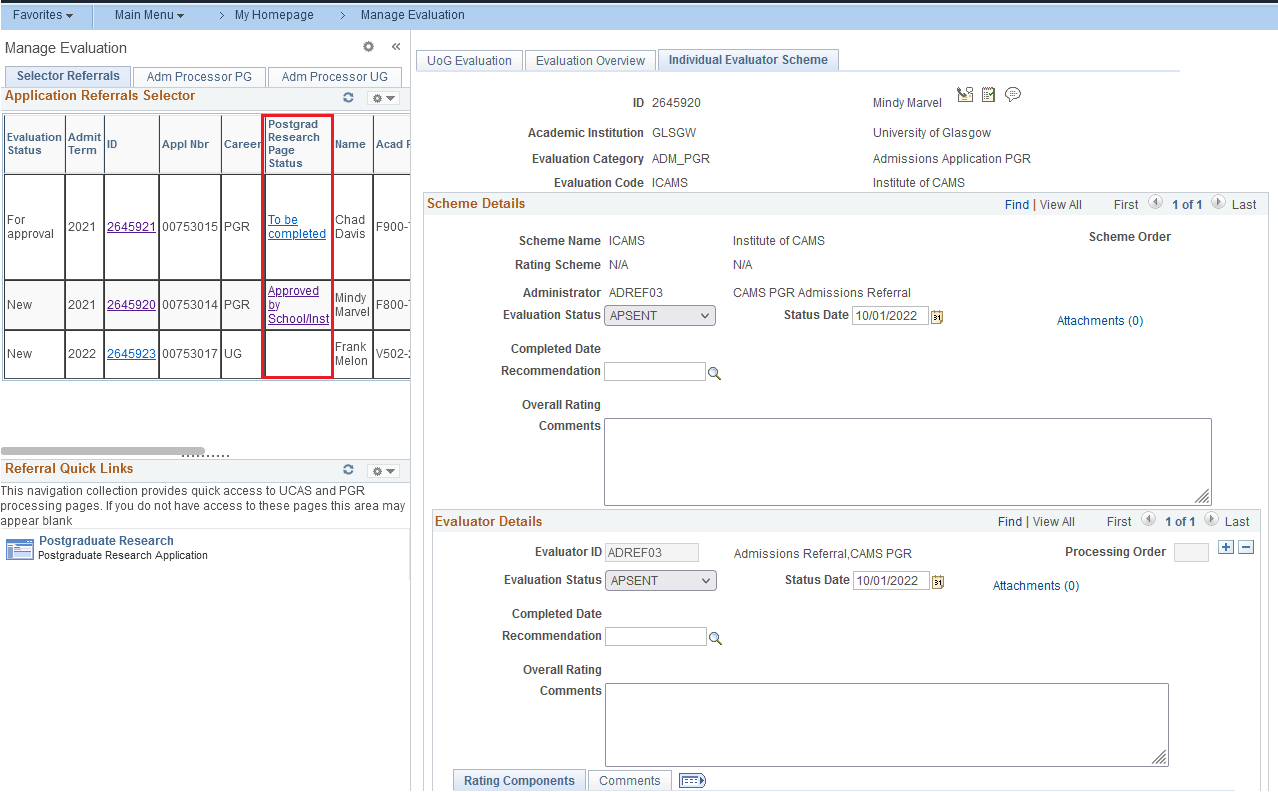
* Access and assess the application referral as per steps 1.2 and 1.3

**Outcome – Offer**

**Information**

If an offer is being made the Postgraduate Research page must be completed

* Access the Postgraduate Research page via the Postgraduate Research Page Status column on the referrals pagelet. This will open in a new window.

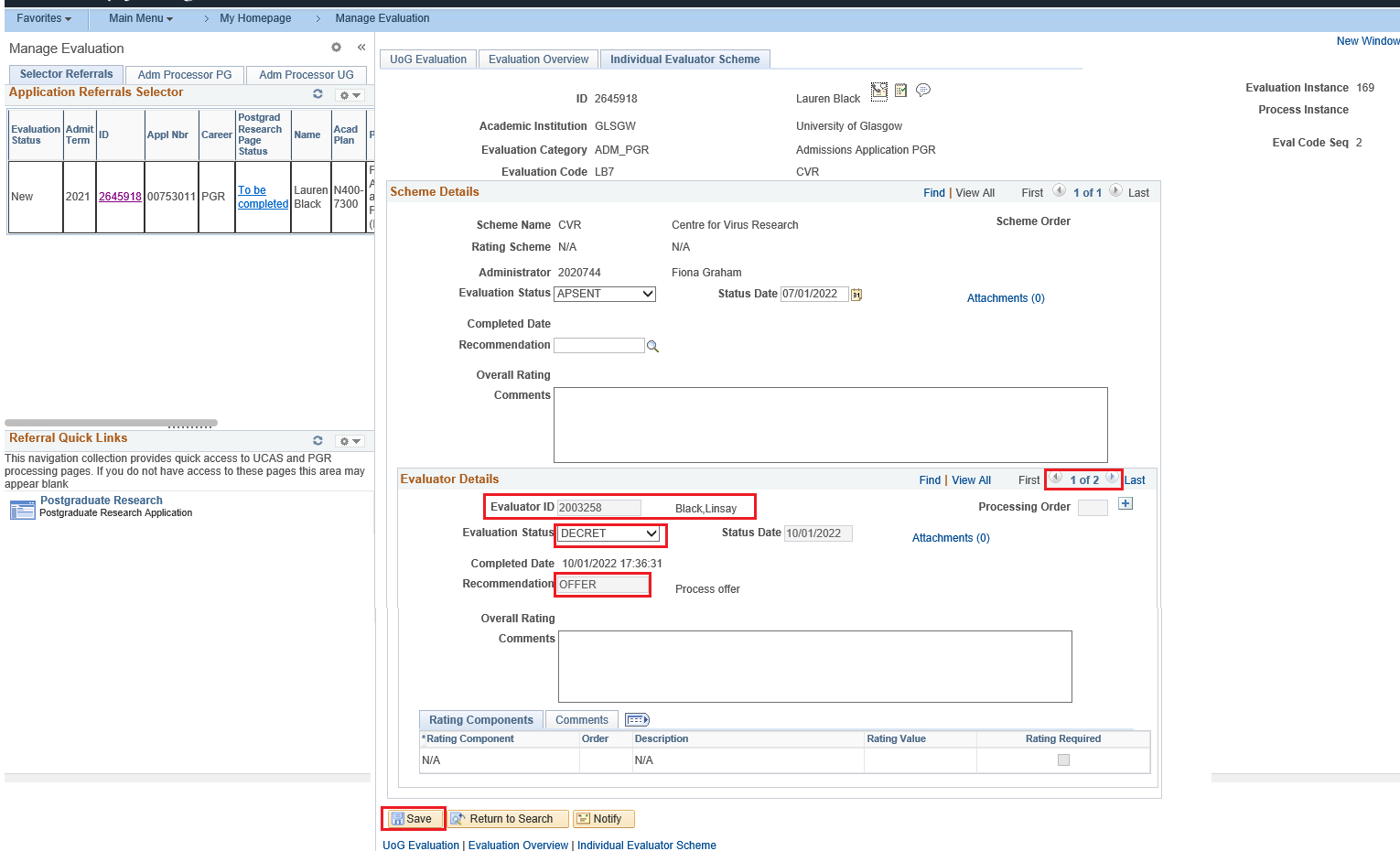


* Complete Research Page ([see Appendix B](#_Appendix:_Complete_Postgraduate))
* Go back to the evaluation (the browser tab should still be available)

Graphical user interface, text, email

Description automatically generated

* Enter Evaluation Status **DECRET**
* Enter Recommendation **OFFER**



* SAVE

The referral has now been returned to the administrator for final checks

**Outcome – Reject**

If the application should be rejected,

* Enter Evaluation Status **DECRET**
* Enter Recommendation - select from the **REJ** codes
* Enter Comments to provide to provide more information to the administrator
* Click Save

The referral will now be returned to the administrator for final checks

**Outcome – Decisions cannot be made without further documentation from the applicant**

* Enter Evaluation Status **DECRET**
* Enter Recommendation **DOCSREQUIR**
* Enter Comments to provide additional information to the administrator e.g. which documents should be requested form the applicant
* Save

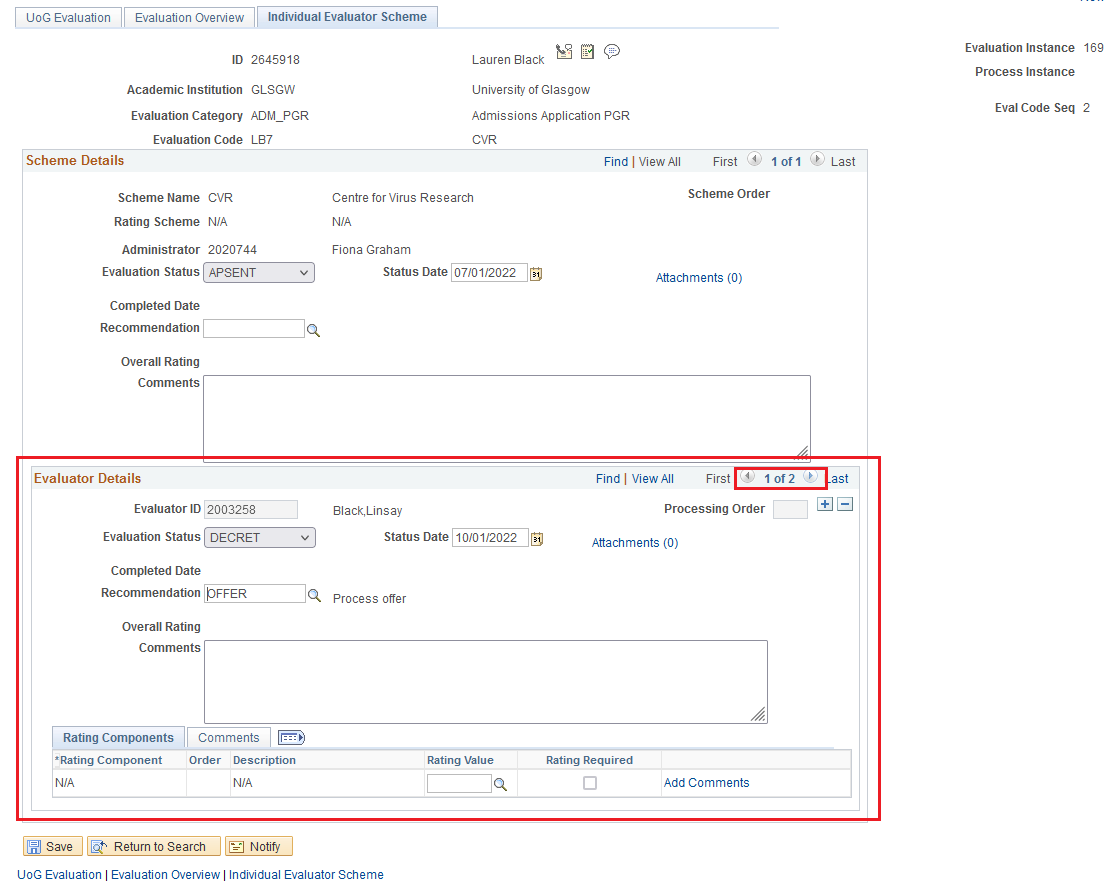
The referral will now be returned to the administrator for final checks

### Administrator Steps

**Information**

Evaluations at this stage have an Evaluation Status value of ‘For approval’

* Access the referral as per step 1.2
* Find the supervisors recommendation in the Evaluator Details section



**Outcome - Offer**

**Information**

To complete the evaluation, the Postgraduate Research page must be completed AND Scheme Details must be completed by copying over the details entered by the supervisor

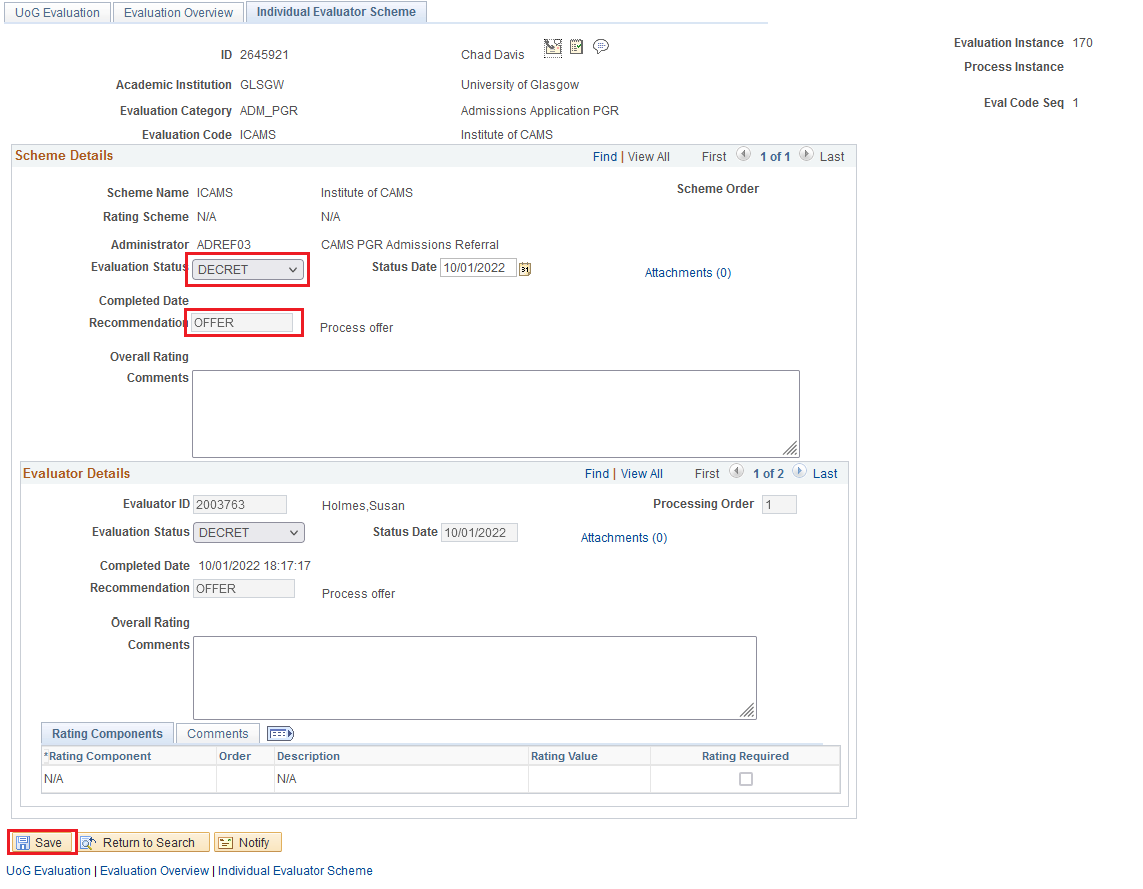
**Steps**

* Access and check the Postgraduate Research page via the Postgraduate Research Page Status column on the referrals pagelet. This will open in a new window.

Graphical user interface, application

Description automatically generated

* Confirm the PGR details See Appendix B for more information
* Go back to the evaluation
* Enter Evaluation Status **DECRET**
* Enter Recommendation **OFFER**
* Save

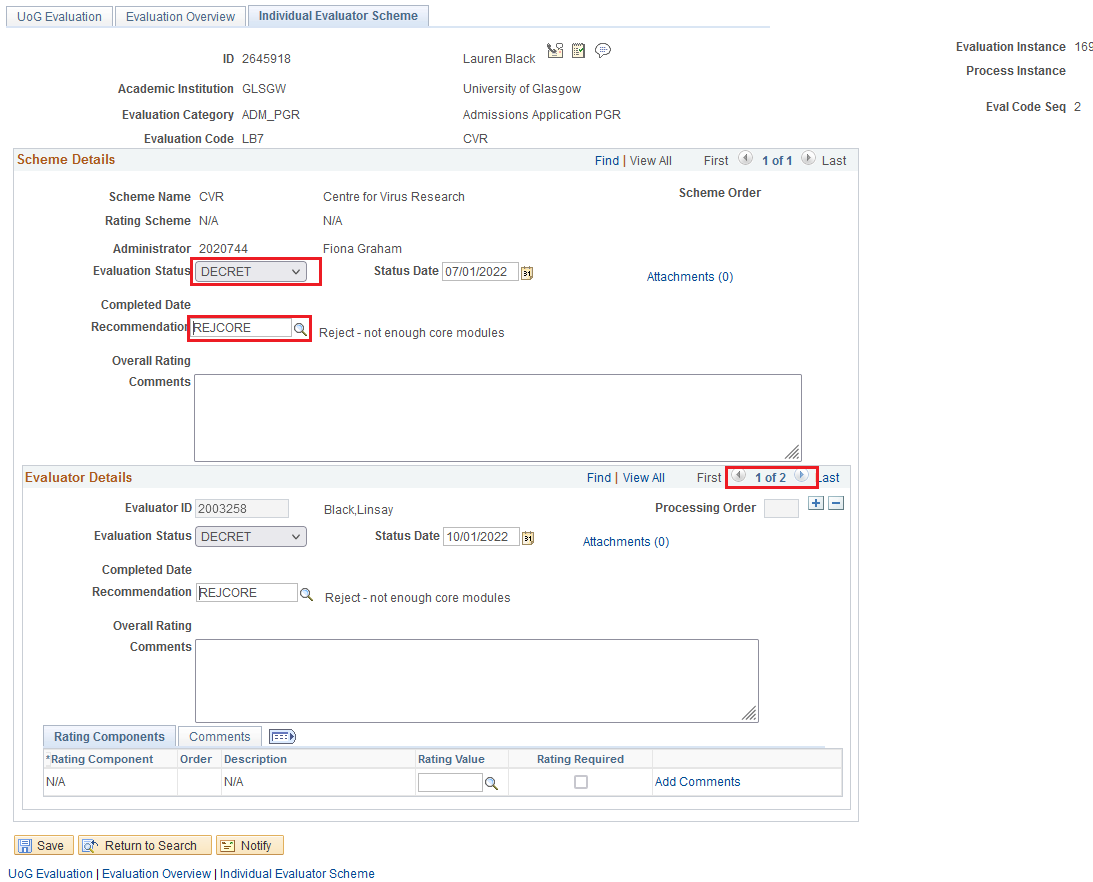


The referral has now been completed and has been returned to Admissions for processing

**Outcome – Reject**

To complete the evaluation, Scheme Details must be completed by copying over the details entered by the supervisor

* Enter Evaluation Status **DECRET**
* Enter Recommendation select from the **REJ** codes
* Enter Comments to provide additional information to admissions if required
* Save



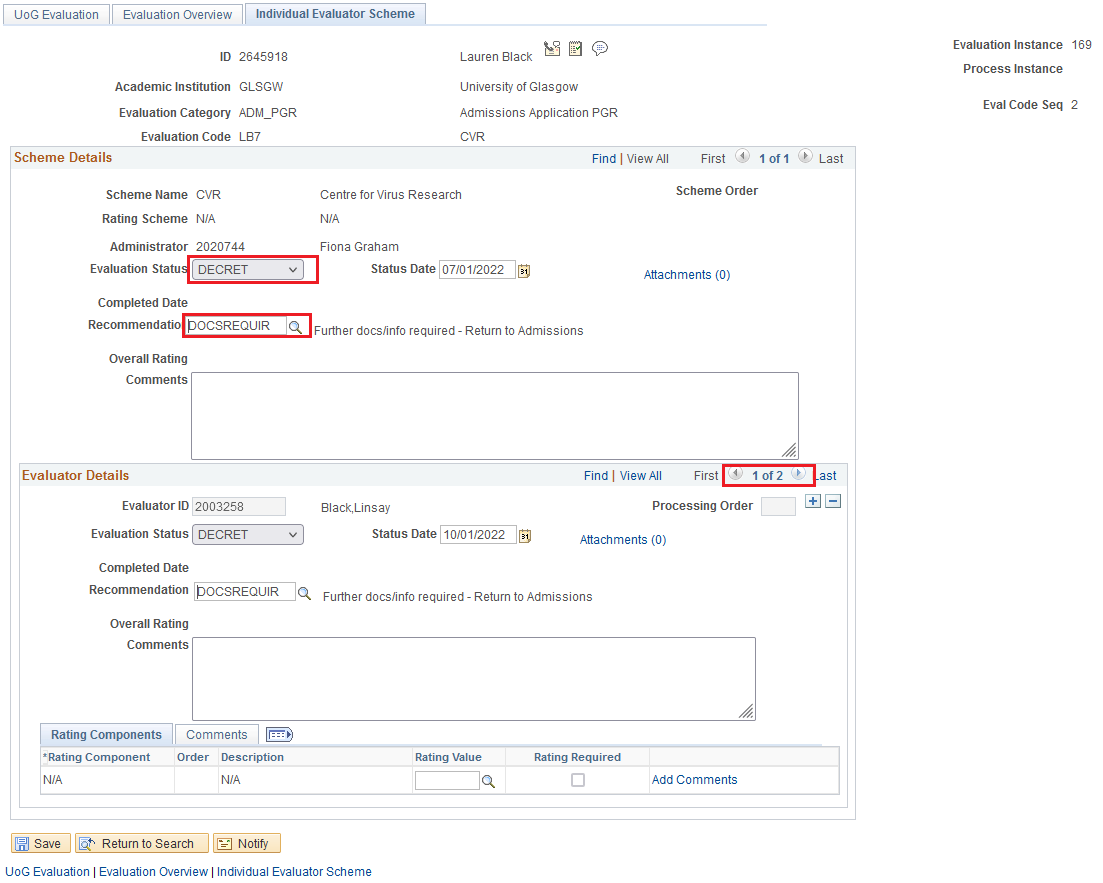
The referral has now been completed and has been returned to Admissions for processing

**Outcome – Decisions cannot be made without further documentation from the applicant**

**Information**

To complete the evaluation, Scheme Details must be completed by copying over the details entered by the supervisor

* Enter Evaluation Status **DECRET**
* Enter Recommendation **DOCSREQUIR**
* Enter Comments to provide additional information to admissions if required (comments need only be entered once on the Evaluator Details section)



The referral is now complete and has been returned to Admissions for processing. When the relevant documents have been received from the applicant, a new referral will be created by the admissions team.

### 1.4.2 Evaluation Route 2

The selector receiving the evaluation has decision making power and can complete the referral without sending on to another colleague

|  |  |  |
| --- | --- | --- |
| Evaluation Route | Career | Process |
| Route 3 | UG/PGT | Admissions - **Selector** - Admissions |

**Steps**

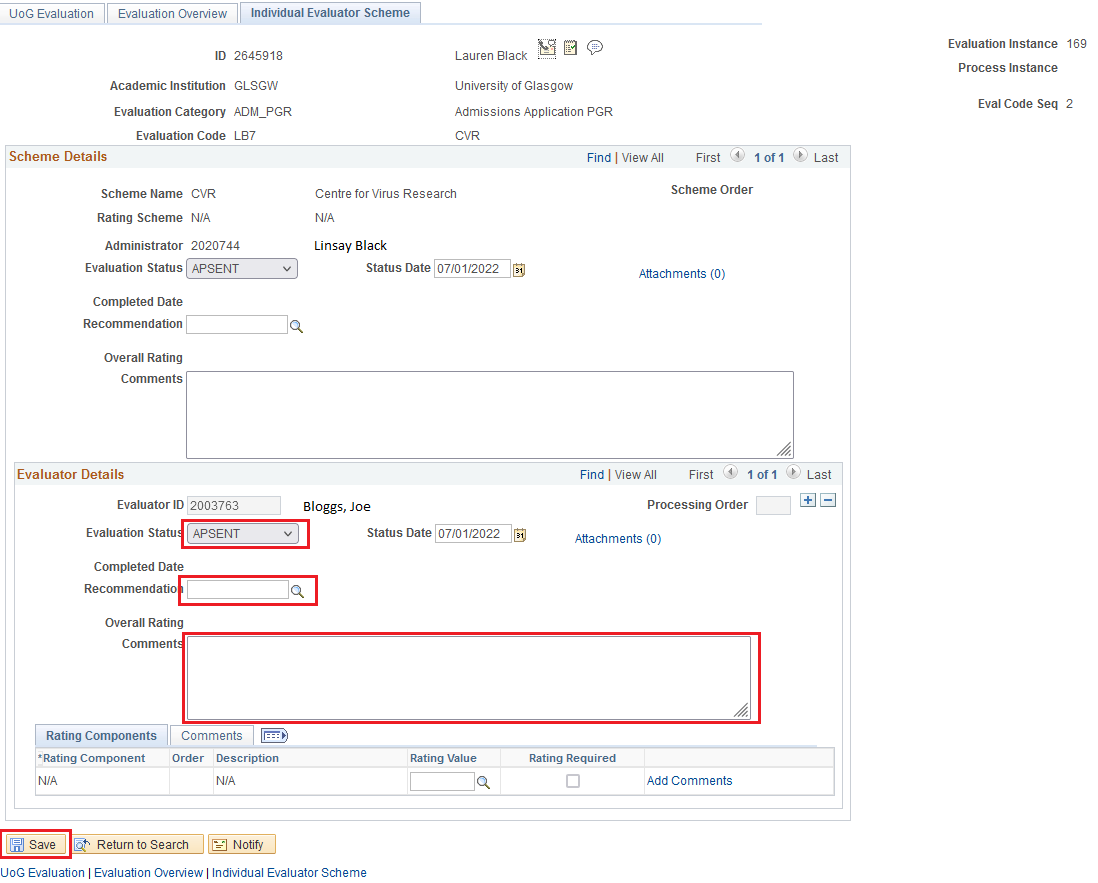
* Enter the Evaluation Status to DECRET (decision returned)
* Enter the Recommendation

If the application should be made an offer select **OFFER**

If the application should be rejected select from the **REJ** codes to provide more information to admissions

If a decision cannot be reached as further documents are required select **DOCSREQUIR**

* Enter Comments to provide additional information to admissions if required
* Click Save



The referral will now be returned to admissions for further processing

### 1.4.3 Evaluation Route 3

The selector receiving the evaluation assesses the application and refers on to the appropriate member of staff who completes the evaluation

|  |  |  |
| --- | --- | --- |
| Evaluation Route | Career | Process |
| Route 4 | UG/PGT/PGR | Admissions - [Selector](#_Selector_Steps) - [Refer on](#_Referee_Steps) - Admissions |

### Selector Steps

* Click the + icon to add a new evaluator

Graphical user interface, application

Description automatically generated

* Use the Evaluator ID look up to search for and select the relevant ID

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, application

Description automatically generated

* Set the Evaluation Status to APSENT
* Click SAVE

Graphical user interface, text, application, email

Description automatically generated

* Go back to the evaluator row assigned to you
* Set Evaluation Status DECRET (Decision returned)
* Set Recommendation SUPERVISOR (Sent to Supervisor)
* Save

Graphical user interface, text, application, email

Description automatically generated

The evaluation has now been reassigned to the supervisor who will receive a notification and see it on their worklist.

### Refer On Steps

* Access and assess the application referral as per steps 1.2 and 1.3

To complete the evaluation both Evaluator Details and Scheme Details must be completed

* Enter Evaluation Status **DECRET**
* Enter Recommendation

If the application should be made an offer select **OFFER**

If the application should be rejected select from the **REJ** codes to provide more information to admissions

If a decision cannot be reached as further documents are required select **DOCSREQUIR**

* Enter Comments to provide additional information to admissions if required (comments need only be entered once on the Evaluator Details section)

Graphical user interface, application

Description automatically generated

* SAVE

The referral has now been completed and has been returned to Admissions for processing

1. **Appendix: Add Tile to Homepage**

**Information**

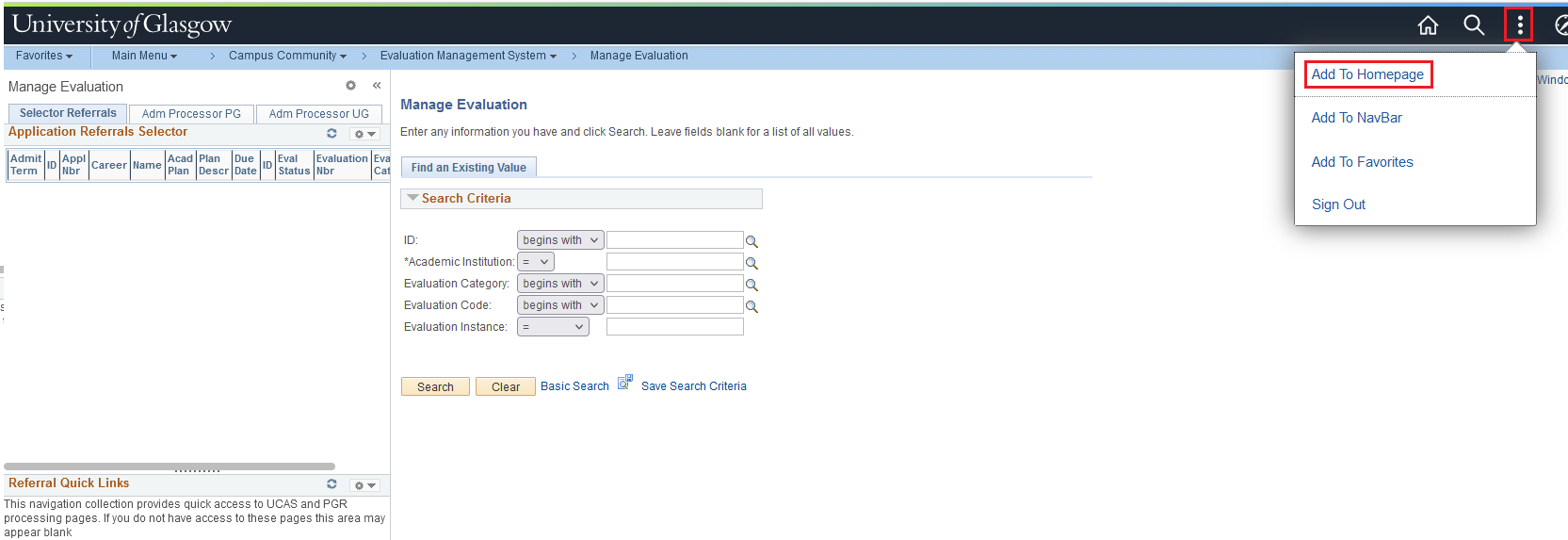
To provide quick access to referrals, the Manage Evaluation page can be added as a homepage tile. The following steps need to be completed once

**Navigation**

**Nav: Campus Community > Evaluation Management System > Manage Evaluation**

**Steps**

* From the menus bar select Add to Homepage

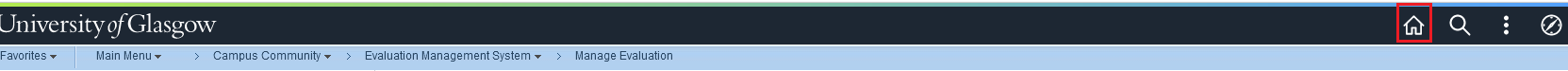


* Select My Homepage
* View the message and click OK

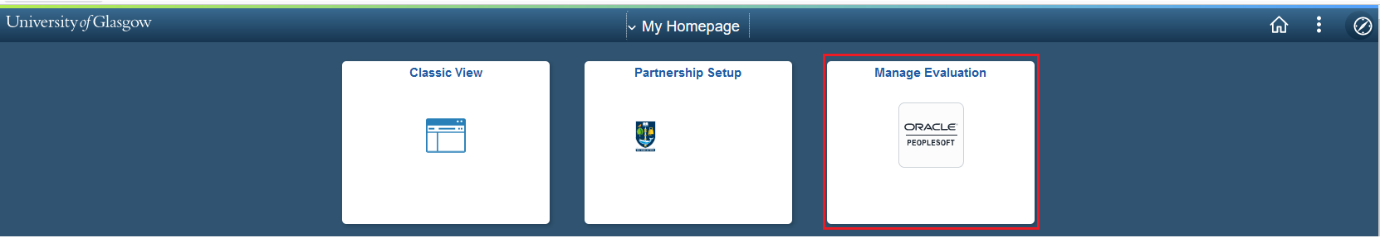
Graphical user interface, text

Description automatically generated

* Click on the Home icon



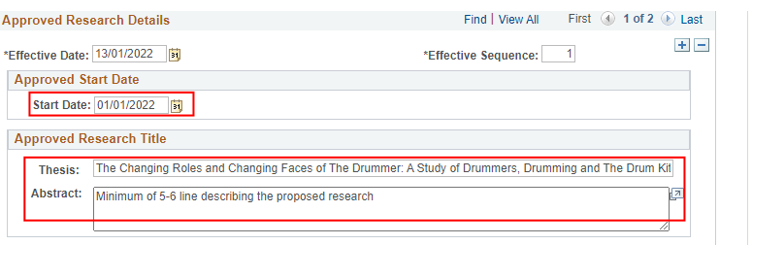
* Manage Evaluation is now available as a quick link/tile



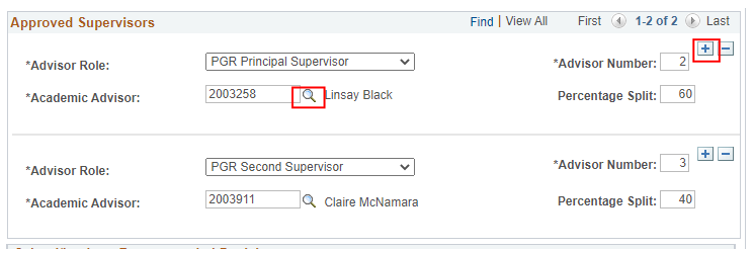
# Appendix: Complete Postgraduate research page

**Details to be completed**

* Start Date
* Research Title
* Abstract 5-6 line approx. (if International and require ATAS)



* Supervisor Details – Use the look up to find the Supervisor name. Click **+** button to add additional Supervisors



Approval Information

* Approval Status should be: Recommended by School (Supervisor) or Approved by School (Administrator)
* Decision i.e. Unconditional/Conditional
* Bench Fees (if applicable)

**In comments box:**

* CAH3 code (if International and require ATAS) (previously JACS code)
* Any other details i.e. conditions of offer, part-time etc.

Graphical user interface, text, application, email

Description automatically generated

Then click **Save** button

1. **Appendix: Process Flow**

In progress.

1. **Appendix: Instructions for areas using a group contact email**

Process to be confirmed prior to implementation.

1. **Appendix: Notification Sample**

Graphical user interface, text, application, email

Description automatically generated

1. **Administrator/contact has changed**

Process to be confirmed prior to implementation.