

### Demonstration Script

<b>Session</b>	Student Administration	<b>Estimated Time</b>	1 hour
	Postgraduate Research		
<b>Attendees</b>	Student Systems Team		

<b>Scenario</b>	<p>The University offers a flexible Postgraduate Research programme to study for the award of PhD either enrolling directly onto PhD or via the MPhil route. This can be studied full-time or part-time with a related course of study. There is a supervision team appointed which is headed by a Director of Studies and may contain one or more additional supervisors (some of which may be external to the University). The Examination Panel is also both internal and external university staff but cannot contain anyone who was involved in the supervision of the student.</p>
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<b>Preparation</b>	<p>Please set up in advance:</p> <ul style="list-style-type: none"> <li>• Howard Kossick, staff member P12676, is on an MPhil course and was initially enrolled on 1<sup>st</sup> March. His allocated student identifier is 99999980.</li> <li>• For the Research programme being undertaken by student 99999980, please set up the following supervisory team (from the data contained in Appendix 6):             <ul style="list-style-type: none"> <li>• Director of Studies, Dr Lloyd Ross P10363</li> <li>• Second Supervisor, Ms Hilary Fenwick P10388</li> <li>• Advisor, Mr Thomas Farmer P10299</li> </ul> </li> <li>• The initial Thesis Title for the above programme is 'Statistical Variance between salary scale and length of employment'.</li> <li>• The record should show re-enrolment for 1<sup>st</sup> September (at which point fees for the year are due)</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Please note the record should indicate that this student is also a member of staff and therefore appropriate security should prevent them from being able to alter their student record.</li> </ul>
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Activity	Intending to show:
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<p>Student 99933895 Kaisa Aino Mirjami Thiraja who has previously been awarded an MBA applies to do a full time PhD in December.</p> <p>Demonstrate the application process for this student via the Web</p> <p>Enrol this student on the system</p> <p>Generate the appropriate fee record for the full time Overseas research rate of £6370. The fees are being paid by the student.</p> <p>A supervision team is appointed and the following details need to be entered onto their record:</p> <ul style="list-style-type: none"> <li>• Director of Studies, Prof. David Walls P12571</li> <li>• Second supervisor, Dr Sandra Dishman P11054</li> <li>• External supervisor, Dr Geoffrey Jordan P10053</li> </ul> <p>The initial title of study is 'A Study into the effects of too many Sociologists in Higher Education Management', please enter this onto their record.</p> <p>Show how the student could indicate her choices over the web for the formal taught element of her course. She chooses units;</p> <ul style="list-style-type: none"> <li>• UNN036</li> <li>• UNN042</li> </ul> <p>Show how these units are recorded on her record</p> <p>Show how a standard letter informing the student that they are now formally registered may be produced from the system.</p>	<ul style="list-style-type: none"> <li>• Awarded taught student progressing to Research</li> <li>• Retaining student identifier</li> <li>• Tracking of student history</li> <li>• Web enablement</li> <li>• Types of student (Research)</li> <li>• Fees</li> <li>• Ability to record multiple supervisors against a student</li> <li>• Ability for Cross-departmental supervision</li> <li>• Recording title of research proposal on system</li> <li>• Recording of programme of related study on system</li> <li>• Generation of standard letters</li> </ul>
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Activity	Intending to show:
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	<p>For student 99999980 Howard Kossick, who is already registered on a MPhil: The Director of Studies, Dr Lloyd Ross, leaves and second supervisor Ms Hilary Fenwick is now appointed as Director of Studies. Dr Andrea Turner (P12613) is allocated as the new second supervisor.</p> <p>Show how these changes may be recorded whilst retaining the historical data.</p> <p>Show how this student may be re-enrolled for the next academic year.</p> <p>The fees for this student are £450 (the part-time, home research rate for continuing students) and the fees will be paid by UNN (i.e. the sponsor code for UNN staff should be used). Please create this record.</p>	<ul style="list-style-type: none"> <li>• Representation of member of staff enrolling as student</li> <li>• Recording change of supervision team</li> <li>• History and tracking of student details</li> <li>• Re-enrolment of research student</li> <li>• Show UNN fees sponsorship</li> </ul>
	<p>99999980 Howard Kossick has been registered for an MPhil now for 18 months and has requested a transfer from MPhil to PhD via the web</p> <p>Demonstrate how this would be flagged for an administrator to issue an application for transfer.</p> <p>Show how a standard letter may be produced to inform the student of the transfer process</p> <p>The transfer is subsequently granted, show how the change of status from MPhil to PhD may be represented on the student's record whilst retaining the historical record.</p>	<ul style="list-style-type: none"> <li>• Representation of Transfer of award (from MPhil to PhD)</li> <li>• Generation of standard letters from the system</li> <li>• History and tracking of student details</li> </ul>

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Activity	Intending to show:
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	<p>Due to personal circumstances 99933895 Kaisa Aino Mirjami Thiraja requires a suspension to her study for 6 months;</p> <p>Show how this may be recorded on the system indicating 'Last date of Attendance'</p> <p>Show how a resultant reimbursement of £3000 in fees may be recorded</p> <p>The student then decides to change from full-time to part-time study;</p> <p>Demonstrate how this change may be recorded whilst retaining the historical details.</p> <p>Create a new fee record for this self-financing student at a specially negotiated rate of £3200.</p>	<ul style="list-style-type: none"> <li>• Recording suspension of study</li> <li>• Recording Last date of attendance</li> <li>• Fees reimbursement transaction</li> <li>• Show change of mode</li> <li>• History and tracking</li> <li>• Demonstration of special fees rates</li> </ul>
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	<p>Student 99999980 is now ready to submit their final thesis. The finalised thesis title is 'Statistical Variance between gross annual salary scale and length of employment within Higher Education'</p> <p>Demonstrate how the revised thesis title may be recorded on the system whilst retaining a record of the original title of the proposal</p> <p>The appointed examiners are:</p> <ul style="list-style-type: none"> <li>• Dr Sayeed Giddings, P10051 (External)</li> <li>• Mrs Sabine Nelson, P10050 (External)</li> <li>• Prof. Gerda Rosado Villegás</li> </ul> <p>Show how the examination panel may be recorded. Demonstrate how members of the supervision team would not be able to be allocated as Examiners by attempting to put Mr Farmer P10299 in as an Examiner</p> <p>The Examination Board takes place on 1 May and recommends that some minor revisions need to be made to the Thesis prior to an award. Show how this examination and recommendation may be represented. Show how the revised Thesis is finally approved and confirmed on the 30 May, and; Demonstrate how this result may trigger the production of a certificate</p>	<ul style="list-style-type: none"> <li>• Show how Thesis title change is recorded</li> <li>• History and tracking</li> <li>• Record Examination panel members</li> <li>• Demonstration of rules for panel composition represented</li> <li>• Logging of examination recommendations</li> <li>• Revised submission dates</li> <li>• Approval dates</li> <li>• Conferment</li> <li>• Represented of student details for Certificate production</li> </ul>
	<p>Discuss how field labels may be changed on the system in line with policy changes, without the need for an upgrade or re-write. For example, the Director of Studies will in future be called Principal Supervisor - how can this be represented?</p>	<ul style="list-style-type: none"> <li>• User modification facilities</li> </ul>