

SAINT YEAR PLANNER 2006/07

Date	Task	Lead Responsibility	Comments	Business Process	SAINT Process
SEPT	Create next year's MAVs	ASSU		Course Approval & Review	GMV
	UG Exam Board processing	Academic Schools	entering/processing marks	Assessment	RAS, TMR, Sigma, CSP
	Enrolment of new students	Registry		Enrolment	QSU, ACD, QSS, SPO, SWD, CCN, SCE, MTK, MHD, MST, SFE, MST
	Re-enrolment of returning students	Registry		Re-enrolment	QSU, ACD, QSS, SPO, SWD, CCN, SCE, MTK, MHD, MST, SFE, MST
(end)	Update relevant system parameters	Data Stewards		Module Registration	
(end)	UCAS transmit end-of-cycle statistical data (*X transactions). (Liaison with NMAS Registry re. Timing).	Admissions		Admissions	
(end)	Update of required UCAS Reference files, e.g. Schools file. (Liaison with NMAS Team; MIS re. retrieval of Schools file).	Admissions		Admissions	HEV
(end)	Review Archiving requirements with ref. to space considerations (Liaison with NMAS and Team).	Admissions		Admissions	
OCT	All overseas fee invoices raised, sponsors invoiced	Registry		Fees	CCN, SPO, QSU
	First Student Loan Company fee position report runs in SAINT	Registry	changes sponsor records to show fee splits	Fees	SEN, SMR
	End of week one - Deadline for entering Semester 1 module registrations (SMOs) and creation of SMRs.	Academic Schools	drives Blackboard registrations, exam scheduling, Planning's student loads/budgets process and HESA return	Module Registration	MDL, GSD, ESD, RSM, XSM
(start)	SAINT UG and NMAS Admissions End of Year/Archiving procedures to be carried out	Admissions	MIS Support required	Admissions	HERCULES screens
(start)	First batch of UCAS and NMAS data transmitted onto SAINT for next Admissions cycle (followed by daily automatic transmission to/from UCAS from Oct-Aug)	Admissions		Admissions	(File transfer), ACD
	Deadline for students to return	Registry		Fees	

	October invoices for UG home students raised	Registry		Fees	CCN, SPO, QSU
	October invoices for PG taught students raised	Registry		Fees	
(mid-end)	UCAS transmit final movements data for previous cycle. (Liaison with NMAS and MIS re. retrieval & processing).	Admissions		Admissions	
(Oct onwards)	Annual cycle of checking possible duplicates on SAINT	Admissions/Registry/ NMAS		Admissions	
	Extract MAB data	Exams Office	what is being examined this semester	Assessment	(File extract), MAB, MAN, SPR, SMR, EMD
	Admissions extracts to Room Service. (Liaison with Accommodation).	MIS		Admissions	
NOV	Begin course data collation for UCAS Big Guide/Directory. Courses to be set up on SAINT (Liaison with ASSU reqd)	Admissions		Admissions	MCR
(start)	Automatic snapshots of applicant data taken at the start of every month from November to October	MIS/Admissions		Admissions	
	Second Fee position report run in SAINT	Registry		Fees	
	deadline for students to return ceremony invites	Registry		Award Ceremonies	
	First Direct Debit payments for tuition fees leave students' accounts	Registry		Fees	
	Extract SPR data	Exams Office	who is enrolled this session	Assessment	(File extract), MAB, MAN, SPR, SMR, EMD
	Extract examination data	Exams Office	who is being examined this semester	Assessment	(File extract), MAB, MAN, SPR, SMR, EMD
	UG Admissions Tutors update on usage of SAINT if required	SAINT Trainer		Admissions	
	PG Exam Board processing	Academic Schools	entering/processing marks	Assessment	RAS, TMR, Sigma, CSP
	Award Ceremony processing	Registry		Award Ceremonies	CAC, CER, SCY
DEC	HESES/HEFCE Funding Census date	Registry	all enrolments, withdrawals, suspensions must have been reported to Registry	Funding	
	Student Loan Company Attendance confirmation report	Registry		Funding	SFE
	Award Ceremonies	Registry		Award Ceremonies	CAC, CER, SCY

	Generation of Alumni	Central Alumni Office		Alumni	GAR, ALU
	Deadline for HESES return		snapshot as of 1st Dec uploaded to HESES website	Planning	
JAN	Convert Deferred applicants to current cycle (MYE) (start Jan)	Admissions		Admissions	MYE
	UCAS transmit HESA information for previous cycle's Accepted applicants. (Liaison with NMAS and Registry re. timing; MIS re. retrieval & processing).	Admissions		Admissions	
	UG Exam Board processing	Academic Schools	entering/processing marks	Assessment	RAS, TMR, Sigma, CSP
	Student Loan Company remittance report	Registry		Fees	
	SITS version 7.3.0. installed on Test and Team databases	SAINT Team	Jan 10th and 11th		
FEB	Student Loan Company CD-Rom "Eligible courses" update required (start Feb)	UG Admissions		Admissions	
	SITS version 7.3.0 installed on Live and Training databases	SAINT Team	Feb 7th and 8th		
	End of week one: Deadline for entering Semester 2 module registrations (SMOs) and creation of SMRs	Academic Schools	drives Blackboard registrations, exam scheduling, Planning's student loads/budgets process and HESA return	Module Registration	MDL, GSD, ESD, RSM, XSM
	Extract MAB data	Exams Office	what is being examined this semester	Assessment	(File extract), MAB, MAN, SPR, SMR, EMD
	Generate SMRs for all modules (if not done already)	Academic Schools		Assessment	SAS
MAR	Run FTE processes (FSH,FSC,FSY) and extract results	Planning		Student load/budget planning	FSH, FSC, FSY
(early)	Deadline for HEIs to notify UCAS of courses which will NOT accept UCAS "Extra" applications - SAINT to be updated accordingly	UG Admissions		Admissions	
(mid-end)	"Loyalty mailing" via SAINT to all candidates who have not replied to an offer (MCC and Departments to confirm action)	UG Admissions		Admissions	
	Processing begins via SAINT for Extra transactions	UG Admissions		Admissions	

	Extract examination data	Exams Office	who is being examined this semester	Assessment	(File extract), MAB, MAN, SPR, SMR, EMD
APR	Meeting to begin to plan for Clearing	SAINT Team/Admissions		Clearing	
(mid)	Update of required UCAS Schools File	Admissions			
MAY	UG and PG Exam Board processing	Academic Schools	entering/processing marks	Assessment	RAS, TMR, Sigma, CSP
JUN	Jun-Aug: Clearing Training - for Help line and Schools	SAINT Trainer		Clearing	
	SITS version 7.3.1. installed on Test and Team databases	SAINT Team	June 13th and 14th		
	Award Ceremony processing	Registry		Award Ceremonies	
JUL	Award Ceremonies	Registry		Award Ceremonies	
	SITS version 7.3.1. installed on Live and Training databases	SAINT Team	25th and 26th July		
	Generation of Alumni	Central Alumni Office		Alumni	GAR, ALU
	Schools "early bird" module registration	Academic Schools	Needed for Schools' planning/timetabling processes	Module Registration	MDL, GSD, ESD, RSM, XSM
	Assessment processing to be completed by mid July.	Academic Schools	Needed for HESA return	Assessment and Progression/Award	RAS, TMR, Sigma, CSP
(mid)	Accepters and Decliners questionnaires sent to UCAS applicants - letters via SAINT	UG Admissions/MCC			
(mid)	SAINT school/exam screens to be updated in preparation for receipt of A-level results	UG Admissions		Admissions	
	Prepare MIS reports that are to be produced automatically each day throughout Clearing	Clearing Group and MIS		Admissions	
	HESA return	Registry		HESA	
AUG	Check SITS web site for any updates before Confirmation and Clearing begin (early Aug)	UG Admissions		Admissions	
(early)	'Fallback' Results Sheets printed from SAINT	UG Admissions		Admissions	
(early)	"Good luck" postcards and text messages to be sent to UCAS applicants - details retrieved from SAINT	MCC/UG Admissions		Admissions	
(mid)	Exam Board results made available by UCAS and transmitted onto SAINT (approx 35,000 records)	UG Admissions	MIS support on Sunday	Admissions	

(mid)	Admissions Office to print Results Sheets for each relevant applicant on SAINT	UG Admissions		Admissions	
(mid)	Confirmation decisions on CF and CI candidates to be processed via SAINT	UG Admissions		Admissions	
(mid)	Statistics produced via SAINT for daily Senior Management Group recruitment meetings	Admissions		Admissions	CAPS
	MIS begins Clearing Admissions extracts to Room Service. (Liaison with Accommodation).	MIS		Accommodation office	
(mid)	Clearing via SAINT begins - Clearing helpline/Schools/UG Admissions	UG Admissions/Schools	MIS Support required. SAINT Team and SITS Support to be available, including over the first weekend.	Admissions	
(end)	SAINT Admissions data transferred daily to Registry for relevant applicants in order for enrolment forms to be printed	Admissions		Admissions	ATR