

**SAINT YEAR PLANNER 2008/09**

<b>Date</b>	<b>Task</b>	<b>Lead Responsibility</b>	<b>Dates</b>	<b>Comments</b>	<b>Business Process</b>	<b>SAINT Process</b>
<b>SEPT</b>	Create next year's MAVs	ASSU	05/09/2008		Course Approval & Review	<b>GMV</b>
	UG Exam Board processing	Academic Schools	15/09/2008	entering/processing marks	Assessment	<b>RAS, TMR, [Sigma], Business Objects,, CSP</b>
	Enrolment of new students	Registry	17/09/2008		Enrolment	<b>QSU, ACD, QSS, SPO, SWD, CCN, SCE, MTK, MHD, MST, SFE, MST</b>
	Re-enrolment of returning students	Registry	22/09/2008		Re-enrolment	<b>QSU, ACD, QSS, SPO, SWD, CCN, SCE, MTK, MHD, MST, SFE, MST</b>
	Week 1 starts	~	22/09/2008			
<b>(end)</b>	Update relevant system parameters	Data Stewards			Module Registration	
<b>(end)</b>	UCAS transmit end-of-cycle statistical data (*X transactions). (Liaison with NMAS Registry re. Timing).	Admissions			Admissions	
<b>(end)</b>	Update of required UCAS Reference files, e.g. Schools file. (Liaison with NMAS Team; MIS re. retrieval of Schools file).	Admissions			Admissions	<b>HEV</b>
<b>(end)</b>	Review Archiving requirements with ref. to space considerations (Liaison with NMAS and Team).	Admissions			Admissions	
	Download POPDHLE into SAINT from HESA Aardvark Site. Set up letters etc for january DLHE survey. Evision to set up.	Careers				
<b>OCT</b>	All overseas fee invoices raised, sponsors invoiced	Registry			Fees	<b>CCN, SPO, QSU</b>
	First Student Loan Company fee position report runs in SAINT	Registry		changes sponsor records to show fee splits	Fees	<b>SEN, SMR</b>

	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	<b>MDL, GSD, ESD, RSM, XSM</b>
<b>(start)</b>	SAINT UG and NMAS Admissions End of Year/Archiving procedures to be carried out	Admissions		MIS Support required	Admissions	<b>HERCULES screens</b>
<b>(start)</b>	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	<b>(File transfer), ACD</b>
	Deadline for students to return	Registry			Fees	
	October invoices for UG home students raised	Registry			Fees	<b>CCN, SPO, QSU</b>
	October invoices for PG taught students raised	Registry			Fees	
<b>(mid-end)</b>	UCAS transmit final movements data for previous cycle. (Liaison with NMAS and MIS re. retrieval & processing).	Admissions			Admissions	
<b>(Oct onwards)</b>	Annual cycle of checking possible duplicates on SAINT	Admissions/Registry/ NMAS			Admissions	
	Extract MAB data	Exams Office		what is being examined this semester	Assessment	<b>(File extract), MAB, MAN, SPR, SMR, EMD</b>
	Admissions extracts to Room Service. (Liaison with Accommodation).	MIS			Admissions	
<b>NOV</b>	Begin course data collation for UCAS Big Guide/Directory. Courses to be set up on SAINT (Liaison with ASSU reqd)	Admissions			Admissions	<b>MCR</b>
<b>(start)</b>	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	<b>(File extract), MAB, MAN, SPR, SMR, EMD</b>
	Extract examination data	Exams Office		who is being examined this semester	Assessment	<b>(File extract), MAB, MAN, SPR, SMR, EMD</b>
	UG Admissions Tutors update on usage of SAINT if required	SAINT Trainer			Admissions	
	PG Exam Board processing	Academic Schools		entering/processing marks	Assessment	<b>RAS, TMR, [Sigma], Business Objects,, CSP</b>
	Award Ceremony processing	Registry			Award Ceremonies	<b>CAC, CER, SCY</b>
	Do mailing for January DLHE surevy	Careers		DLHE	DLHE	
<b>DEC</b>	HESES/HEFCE Funding Census date	Registry		all enrolments, withdrawals, suspensions must have been reported to Registry	Funding	
	SITS version 8.2.0 installed on Test and Team databases	SAINT Team	2nd + 3rd December			
	Student Loan Company Attendance confirmation report	Registry			Funding	<b>SFE</b>
	Award Ceremonies	Registry	3&4 Dec		Award Ceremonies	<b>CAC, CER, SCY</b>
	Generation of Alumni	Central Alumni Office			Alumni	<b>GAR, ALU</b>
	Deadline for HESES return				Planning	
	SITS version 8.2.0 installed on Live and Training databases	SAINT Team	22nd + 23rd December			
<b>JAN</b>	Convert Deferred applicants to current cycle (MYE) (start Jan)	Admissions			Admissions	<b>MYE</b>
	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	<b>RAS, TMR, [Sigma], Business Objects,, CSP</b>

	SAINT Upgrade Go/No Go decision cutoff date.					
	Student Loan Company remittance report	Registry			Fees	
	SITS version 8.2.0. installed on Training and Live databases	SAINT Team				
<b>FEB</b>	Student Loan Company CD-Rom "Eligible courses" update required (start Feb)	UG Admissions			Admissions	
	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	<b>MDL, GSD, ESD, RSM, XSM</b>
	Extract MAB data	Exams Office		what is being examined this semester	Assessment	<b>(File extract), MAB, MAN, SPR, SMR, EMD</b>
	Generate SMRs for all modules (if not done already)	Academic Schools			Assessment	<b>SAS</b>
<b>MAR</b>	Run FTE processes (FSH,FSC,FSY) and extract results	Planning			Student load/budget planning	<b>FSH, FSC, FSY</b>
<b>(early)</b>	Deadline for HEIs to notify UCAS of courses which will NOT accept UCAS "Extra" applications - SAINT to be updated accordingly	UG Admissions			Admissions	
<b>(mid-end)</b>	"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	<b>(File extract), MAB, MAN, SPR, SMR, EMD</b>
<b>(mid to end)</b>	Set up SAINT for next DLHE survey period. Use GSE screen to generate target list. Set up letter etc. Evision set up.	Careers		DLHE	DLHE Return	
	Data entry for DLHE and validation or survey responses.	Careers		DLHE	DLHE Return	<b>(ends in March)</b>

	Submit DLHE survey to HESA	Careers	by 31st March	DLHE	DLHE	
<b>APR</b>	Meeting to begin to plan for Clearing	SAINT Team/Admissions			Clearing	
<b>(mid)</b>	Update of required UCAS Schools File	Admissions				
	SAINT unavailable for essential maintainance	SAINT Support Team	15th + 16th April (possible 17th)	System unavailable for essentail maintainance of CAMS data	Assessment	
<b>(to end of June)</b>	Conduct April DLHE survey - data entry into SAINT	Careers		Enter survey returns	DLHE Return	
<b>(April to may)</b>	Data quality checking and submission to HESA.	Careers			DLHE Return	
<b>MAY</b>	UG and PG Exam Board processing	Academic Schools		entering/processing marks	Assessment	<b>RAS, TMR, [Sigma], Business Objects,, CSP</b>
	Last formal exam scheduled	Exams				
<b>JUN</b>	Jun-Aug: Clearing Training - for Help line and Schools	SAINT Trainer			Clearing	
	SITS version 8.2.1. installed on Test and Team databases	SAINT Team	11&12 June			
	Last assessment committee must be held by now.					
	First Exam Board may not be held before					
	last FINALS board must be held by					
	Award Ceremony processing	Registry			Award Ceremonies	
<b>JUL</b>	SAINT Upgrade Go/No Go decision cutoff date.					
	all Boards of Examiners must be held by					
	Award Ceremonies	Registry	15,16 & 17 July		Award Ceremonies	

	SITS version 8.2.1. installed on Live and Training databases	SAINT Team	24 & 24 July			
	Generation of Alumni	Central Alumni Office			Alumni	<b>GAR, ALU</b>
	Schools "early bird" module registration	Academic Schools		Needed for Schools' planning/timetabling processes	Module Registration	<b>MDL, GSD, ESD, RSM, XSM</b>
	Assessment processing to be completed by mid July.	Academic Schools		Needed for HESA return	Assessment and Progression/Award	<b>RAS, TMR, [Sigma], Business Objects,, CSP</b>
<b>(mid)</b>	Accepters and Decliners questionnaires sent to UCAS applicants - letters via SAINT	UG Admissions/MC C				
<b>(mid)</b>	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	
<b>AUG</b>	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	
<b>(mid)</b>	Exam Board results made available by UCAS and transmitted onto SAINT (approx 35,000 records)	UG Admissions		MIS support on Sunday	Admissions	
<b>(mid)</b>	Admissions Office to print Results Sheets for each relevant applicant on SAINT	UG Admissions			Admissions	
<b>(mid)</b>	Confirmation decisions on CF and CI candidates to be processed via SAINT	UG Admissions			Admissions	
<b>(mid)</b>	Statistics produced via SAINT for daily Senior Management Group recruitment meetings	Admissions			Admissions	<b>CAPS</b>

	MIS begins Clearing Admissions extracts to Room Service. (Liaison with Accommodation).	MIS			Accommodation office	
<b>(mid)</b>	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	
<b>(end)</b>	SAINT Admissions data transferred daily to Registry for relevant applicants in order for enrolment forms to be printed	Admissions			Admissions	<b>ATR</b>