E-VISION SERVICE CATALOGUE

APPLICANTS

Process	Used by	Description	Status
Online Applications			
Applications	All non-UCAS applicants, agents and staff/international offices entering paper forms	Online application form is accessible directly from the University website, collects data required to process applicants with some level of customisation for course specific requirements.	Active
One-step application and registration	For selected courses	Used for short courses or additional applications for pre-requisite courses, moves applicant to student with no manual intervention.	Active
Application with module selection	For selected courses, Summer University	Used for short courses, this option allows students to select modules, those have to be reviewed and approved at application stage and will be attached to student record automatically	Active

STUDENTS

Process	Used by	Description	Status
Home Page			
Student In-tray	All Students	This is used to send communications to students with ability to record when a message has been read. See below for list of communications.	Active
Confirmation of modules selected using option choice	SSSBL and SOH	Displays to students overview of selected modules and whether or not their choice has been approved or rejected.	Active
CAS number notification	Current International students.	Notify students of their CAS number.	Active
Council Tax Letters	As per entitlement	Council tax certificate for students who are entitled to exemption.	Active
Student Survey	Targeted groups of students	This survey is not currently running.	Not Active
Banners	All students	This is available for University departments who wish to advertise an event or service (i.e. careers fairs, change in regulations etc.)	Active
My details			
Address changes	All Students	This allows students to maintain their contact details, includes UK postcode checker	Active
Next of Kin details	All Students	This allows students to maintain their Next of Kin information	Active
Known as Name	All Students	This allows students to change their 'Known as' name, also gives students information on who to contact to change their official name	Active
Mobile Phone communication Opt out	All Students	Allows students to indicate whether they want to receive certain types of communications.	Active
Bank Details		The collection of bank details is to be used to facilitate the payment of weekly bursaries and returning of fees.	Active
SOH Absences	SOH only	Display total no of hours to make-up as summary on page. Can be clicked to link to full view of individual absences, dates, type, reason and No. of hours missed for each absence.	Active

SOH Absences	SOH only	Allow students to indicate that they are going to be missing theory/practice time with University	Jan. 16
Passport	International Students	Display only	Active
VISA and VISA extension requests	International Students	Display only plus option to request CAS extension.	Active
My Results			
Assessments in-tray	All Students	This is used to send assessment related communications to students with ability to record when a message has been read. There is also a control on release date and block on some messages for debtors. See below for list of communications.	Active
Students Results	All Students	Electronic version of Record of progress (including progression information and Awards details)	Active
Assessment Messages	All Students	Schools can send any additional messages to students to supplement the information given in the Record of Progress where appropriate	Active
Assessment Choices	All Students	Schools can send messages to students where the student has been allowed to choose between different options at assessment board (i.e. re-study or Fall back award). The school is emailed the student's choice for processing.	Active
MITS claim outcomes	All Students	Mitigating circumstances outcomes	Active
Diploma Supplements	All Students	Providing an electronic copy in pdf format of the diploma supplement.	Active
External Examiners Reports	All students	Allow students to browse and review external examiner's reports of modules/programmes as per QAA requirement.	Jan. 16
My Courses			
Registration	All students starting a new course	Collects all data to fit HESA and other professional body requirements.	Active
Re-enrolment	All returning students	Collects all data to fit HESA and other professional body requirements. Also makes student current as appropriate	Active
Intention to Withdraw, Suspend	All students	Allow student to record intention to withdraw. Collects required information and feeds directly to staff involved with retention.	Active
Bank Letters	International students	Pdf document generated for student to use at their banking establishment of choice to open bank account	Active
Confirmation of enrolment letter	All students	Pdf document generates to confirm a student's enrolment with the University.	Active
Module Selection	SOH & SSSBL	Using rules defined by staff in the schools this system allows students to select their options for the current of following academic year. This creates relevant records in SITS, removing the need for staff to manually enter optional modules.	Active
Photo Upload	All students starting a new course	Allows students to upload a photograph for use on their TUSC.	Active
My Graduation			
Tickets	Students attending graduation	Students use this page to confirm their attendance to their Graduation Ceremony. They can also request guest tickets and indicate any special requirements they or their guests may have. There are also links to information that they may need when organising their Ceremony (e.g. gown types, gown booking website, photographer etc.	Active

STAFF

Process	Used by	Description	Status
Admissions			
Admissions			
Outstanding Applications	FCD, Schools, Colleges, Offices	Retrieve worklist of applications not under offer by school, subject area, college, Office or Fee Status. View application details, update clearance checks, approve modules, input provisional offers, move applications between groups, send email requests for info to applicant, upload documents, update application tracking status, make offer, produce & email offer letter.	Active
Applications Under Offer	FCD, Schools, Colleges, Offices, Third Parties (Uniquest)	Retrieve worklist of applications under offer by school, subject area, college, Office or Fee Status. View application details, update clearance checks, move applications between groups, send email requests for info to applicant, upload documents, update application tracking status, produce & email offer letter, create compliance document. Allow Uniquest to update applicant status.	Active
Fee Status Checking	FCD	Retrieve list of applicants whose fee status could not be automatically determined. Applicants' fee status are updated or they are sent a Fee Assessment form via e-mail	Active
Manage Duplicates	FCD	Retrieve list of applicants who could not be transferred into MAS as possible duplicate(s) existed. User can match to existing student or create as new student.	Active
Retention	Schools	Retrieve list of applications sent to retention by other school. Update to indicate whether they should be offered an alternate course within school.	Active
Paperless Admissions			
Print Application Forms	Schools	Allow a list of applications to be retrieved an application form and/or decision document be printed. Home applicants only	Active
Online Applications			
View Online Applications	FCD, Schools, Offices	Access applications made through Online Applications system – including un-submitted applications	Active
Drop-in Sessions	FCD, Schools	Print 'Drop-in' forms for applications to short courses which use the on-step Application/Registration process	Active
Overseas Offices CAS Messages	Offices	This box receives messages containing details of CAS numbers and other information required for an applicant to apply for their visa.	Active
Manage Courses for Online Applications	FCD	Courses can be opened and closed for application via Online Application. Courses can be flagged to appear on the Office/Agent page to determine which courses the office/agents can apply to on their applicants behalf	Active
Master Data			
Manage Articulations		Allow creation and update of articulation agreements	Active
Manage Paperless Admissions Access	FCD	Allow access to be granted to Paperless Admissions, defining which sections a user can access	Active
English Tests	FCD, Schools	Input & Update results of TU managed English test. Upload videos of the tests and print certificates	Active
Awards and Ceremonies			
Awards			
Ceremony, ticketing & Seating card Reports	Campus Facilities	View details on ceremony attendance, print tickets, seating cards etc.	Active

Invitation & Ticket Management	Campus Facilities	Maintain details of a student's ceremony attendance, tickets requested & allocated etc	Active
Student prizes	Schools, FCD	Create prizes, allocate to ceremonies and allocate students to prizes	Active
Process Certificates	FCD	View and updated details about certificate batches	Active?
Diploma Supplement			
Edit Diploma Supplement text	Schools	Input and update the learning outcome texts printed on the Diploma Supplement by year and route. Allows 'variant' text to be added	Active
Review Diploma Supplement texts	Schools	Produce view of the learning outcome text by year and school and /or route	Active
Approve Diploma Supplement texts	Schools	Update approval flag following review of text	Active
Partner Awards			
Upload system availability	FCD Records	Allow staff to open/close the upload system for validated partners whilst results are being checked and processed.	Active
Students			
Emergency Contact details			
Emergency Contact details	Student Services, FCD SMT, VCE	Retrieve student by full or partial name, student code or library number. Displays the student's and their next of kin's contact details	Active
Appointments			
Record Enquiry	Student Services	Use to record students appointments for statistical purposes	Active
Assessments			
View student results	Schools, FCD, Governance	Staff view of student assessments in-tray also showing messages that are not yet released or expired.	Active
PIT code list	Schools	List of Progression codes with text associated for Record of Progress	Active
Calculate Progression	Schools	Calculate students' progression prior to assessment boards.	Active
Generate Record of Progress (and re-generate option)	Schools	Allow schools to generate Records of Progress for students	Active
Edit release date, Assessment Message text, flag messages for deletion	Schools	Allow schools to manage the release of Records of Progress, update the release date and flag messages that need to be deleted	Active
Edit PIT Code text	Schools	Maintain text associated with PIT code, this text is displayed on the student's record of progress	Active
Edit SPI Notes field	Schools	Keep minutes/details relating to student's progression	Active
Maintain Module Submission Dates	SOH	Allows the School to record and track dates for assessment submission, Assessment Boards and Moderation due by. Reports are available to assist in tracking these.	Active
Academic Misconduct	Schools, Governance	Schools create and maintain academic misconduct cases. Governance records any review cases. The Data is used for the production of the annual report.	Active
Online Mark Entry	Academic staff on request	Allows Academic staff to enter their marks in the system.	Active
Mitigating Circumstances Claims	Schools, Governance	Schools create and maintain mitigating circumstances claims. Governance records any review cases.	Active
Mitigating Circumstances Boards	Schools	Set up Mitigating Circumstances Boards, allocate claims to Board and manage communications and minutes.	Active
Modularity			
View Online diet	SOH & SSSBL	Used for schools to review diets set-up for use online. Highlights any missing data	Active

Assign online diet to students	SOH & SSSBL	Used by staff to assign a particular diet to a student. This will be used to display appropriate option to student when choosing modules online.	Active
Open/Close Module Choice to students	SOH & SSSBL	Used by staff to control when the system is open or closed for students	Active
Approve/Reject Modules	SOH	Used by staff to confirm or reject module selection made by students.	Active
Records			
TUSC Photo Checking	Schools/ITaCS	This is used by staff to approve/reject the pictures uploaded by student for their TUSC.	Active
Upload Photo on behalf of students	Schools	This is used by staff to upload a picture on behalf of students for their TUSC	Active
Registration and Re-enrolment Queries	Schools	This is used by staff to access queries sent by students. Allows staff to email student back.	Active
Check Reg/Ren progress	FCD – Systems	Used by systems team in case of queries	Active
Enrolment Checklist	Schools	Used by Schools to make students current	New
Chase up student enrolments	Schools	Used by Schools to monitor students' progress in activities leading to enrolment	New
Centrally Managed Student Enrolments	FCD - Compliance	Used by staff to manage the enrolment of overseas students. Staff can make student current or indicate when paperwork is missing	New
Access student file	SCM, FCD records and compliance	Allow staff to view and upload documents to a student's record.	New
View Access control to student file	SCM, FCD records and compliance	Allow staff to view which documents are available to which access level	New
Withdrawals and Suspensions	Schools	Allow staff to process a Student Withdrawal or Suspension using one screen, which updates multiple fields/screens in SITS.	Active
Transfers	Schools, FCD records	Allow schools to input transfer requests and send to FCD. FCD can view, edit and accept the transfers or, if required, return to school for further clarification.	Oct. 16
USEC Cases	Governance	Allow staff to view existing enquiry records and edit or create new if required	Active
Research			
View Research student	GRS, Schools	Staff can view student progress and record events	Active
Student Union			
Student Status	Student Union	Used by Student Union to quickly verify a student's status with the University.	
Fees & Funding			
Fees & Invoicing			
Process Fees	FCD - Student finance	Process student fees, apply bursaries/discounts. Maintain sponsor information and data.	Active
Process Invoices	FCD - Student finance	Produce invoices in pdf format that can either be emailed or printed.	Active
View Invoices	FCD - Student finance	Allow staff to access and view invoices previously produced	Active
Fee Data Type Maintenance	FCD- Reporting	Allow authorised staff to maintain fee data types	Active
Process ACR return	FCD – Records	Review SFU records and generate COCs to send to the SLC	Active
Managing Sponsor Records	FCD – Student Finance	Allow staff to review SSP records created from registration/re-enrolment. This will allow staff to allocate a Sponsor Code as well as flagging when a sponsor has confirmed the sponsorship	Active
Funds Management	Student Reporting	Manage funds	Active
Student Finance Issues	FCD- Student finance	Allow staff to identify issues due to changing data after invoicing that may affect the amount due. Also option to run queries to identify missing data that will cause issues when generating fees.	Active

Partners Fees (VP)			
VP Fees Overview	Accounting team	Overview of FTE numbers/invoiced amount per College. View previous invoices	Active
Actions	Accounting team	Carry out invoicing process	Active
Engagement			
Engagement Monitoring			
Edit Monitoring pattern	FCD	Allow staff to update the monitoring pattern recorded for overseas monitored students.	Active
Manage Absences	FCD, Schools	Allow staff to view, edit and add new absences	Active
Create/Update Absence Records	SOH	Allow SOH staff to view, edit, delete and add new absences. Including adding hours to make up, linking and unlinking non-engagement to absences.	Active
Update Engagement Records	SOH	Allow SOH staff to view, edit and add non-engagement records, including hours to make up and linking to absence records.	Active
Enter Class Registers (SOH)	FCD, Schools	Allow SOH staff to create a register of who did not attend a session. Along with progressing staff to the above screen to review the non-engagements for those students. Used by SOH.	Active
4 Absences (SOH)	SOH	Lists students with 4 unauthorised absences and allows staff to flag those for action.	Active
Attendance Management			
Assign Module Group	Schools	Allow staff to allocate module groups to students which are then used for other processes.	Active
Enter Class Register	Schools	Allow staff to create a register of who did not attend a session.	Active
View Student Absences	FCD, Schools	School staff can view, edit and create absence records. Same TKT as 'Manage Absences' above.	Active
Edit Registers	Schools	Schools can update information on previously entered registers	Active
View Student Absences (Intl only)	FCD	Intl Admissions staff can view, edit and create absence records for overseas students.	Active
Overseas Student Attendance	FCD	Log when a student reported to the department. Last used 24/09/14.	Active
Overseas Student Register	Schools	Log students who attended a Census point?	Active
Courses			
Maintain SOH fee information	SOH	Maintain master data relating to SOH special fees	Active
Additional Course Data	SOH	Maintain course related data specific to SOH only	Active
Course set-up	FCD Systems	Used for course set-up of non-accredited and short courses (UCPD)	Active
Course Closure	FCD Systems	Used to close courses as per PPASC	Active
Quality & Standards External Examiner Reports upload	Registry	Allow staff to view external examiner reports, also upload new and delete if required.	Active
Course Professional Accreditation Records	Schools/Reporting team	Maintenance of CPA data for KIS	Active
Quality Collaborative Db Update course approval related information	Registry	Allows Quality to maintain re-approval/interim review data.	Active
Partners			
Data Imports	Validated Partners, FCD	Allow Colleges to upload files for processing by the validation process and import into SITS (upon passing validation).	Active
View Uploaded file	Validated Partners, FCD	View uploaded file, validation status and error files.	Active
Map Courses	Validated Partners, FCD	Map College course code to TU's course code for use with import system.	Active
Maintain Module data	Validated Partners, FCD	Create modules to use with import system.	Active

Quick Student View	Validated Partners, FCD	Allow Colleges to look-up a student in Teesside's system. The student can be retrieved both using their student number at the college and TU's number.	Active