Managing the Qualification Hold
(as reviewed by Sarah Millard 14/May/21)

Contents

Managing the Qualification Hold

POLICY - Entry Requirements – Documentation and References - Documentation
… Original or certified copies of the documents submitted with an application must be produced at the point of registration. International applicants who require a Student visa to study in the UK should be aware that the Home Office may request to see original copies of academic documents at the point of entry to the UK.

To ensure we see the original or certified copies of the academic documents received to meet the academic entry requirement, a Qualification Hold is placed on the application record – this prevents the applicant from registering until a member of staff has updated this field to confirm that the originals have now been seen. Please note, we do not need to see the original or certified copies of English language documents.

Do all applicants require a Qualification Hold? No, we do not need to see original or certified copies of the academic documents from NCUK applicants (as these are checked by NCUK), nor do we need them from University of Leeds graduates (as these results are stored in Banner). Please note that there may also be some department specific arrangements, so please check with your Admissions Manager.

NOTE COVID flexibility has been applied in the recent past to waive the requirement for original paper academic documents to be produced at the point of registration. Senior colleagues are currently considering whether this flexibility will be extended further.

Application of the Qualification Hold

The Qualification **HOLD** fields appear in the **Qualifications** section of the application.

The following fields should be populated if we have not yet seen the originals of the academic qualification:

Hold Type which should be 'Qualification Hold' and **Hold Reason** which should state the title of the academic qualification.

NOTE The **Qualification Hold** is the mechanism in the CRM which prevents an applicant from registering until the original or certified copies of the <u>academic</u> documents have been seen and authorised by a member of the admissions team.

APPLICATION : STUDENT APPLICATION ▼

Lynn Benfield: MA Special Educational Needs (20...

| ✓ New Application | Check Status (Active) | Select Status | Decide |

✔ Academic Qualification * **Checked and Accepted**   Reference *   *click to enter*
✔ English Language Qua * **Checked and Accepted**
   Supporting Statement *   *click to enter*

| English Language Check | **Checked and Accepted** |
| Academic Progression Check | **Not Applicable** |

ADVANCED STANDING

APEL flag	Award	Class	Credits	Module Level (0...	Previous Institut...	Previous Institut...	Programme Dur...	Programme End...

No Applicant Advanced Standing records found.

HOLD

| Hold Type | **Qualification Hold** |
| Hold Reason | **Early Years Education** |

NOTE Neither NCUK applicants nor University of Leeds graduates require a Qualification Hold

When the original documents have been presented and authorised, users should update the Qualification **HOLD** fields in the **Qualifications** section of the application.

For guidance on checking certificates and transcripts please refer to the *Guide to checking final academic certificates and transcripts* on the SES website: Home>Admissions> Academic Qualifications>Taught Postgraduate Academic Requirements>Guide to Checking Final Academic Certificates and Transcripts

<mark>NOTE</mark> If an applicant has applied for more than one programme for the same term (e.g. 201819) then all their application records will need checking to ensure the Qualification Hold is updated on

APPLICATION : STUDENT APPLICATION

Larissa Platinum: MA Special Educational Needs (...

| ✓ New Application | ✓ Check Status | ✓ Select Status |

✔ Date Offer Published *   22/11/2017

Checking

| English Language Check | Checked and Accepted |
| Academic Progression Check | Checked |

ADVANCED STANDING

APEL flag	Award	Class	Credits	Module Level (0...	Previous Institut...	Previous Institut...	Programm

No Applicant Advanced Standing records found.

HOLD

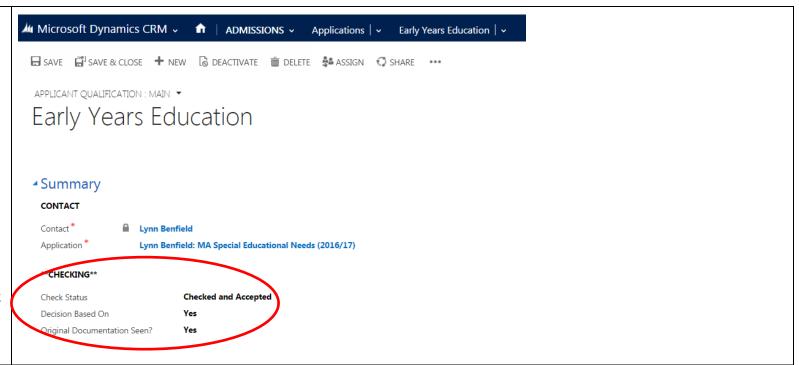| Hold Type | -- |
| Hold Reason | -- |

all records, regardless of the status, i.e. stopped, declined, etc

Then access the relevant academic qualification record from within the **Qualifications** section of the application and update the ****CHECKING**** section

Original Documentation Seen? to **Yes**.

Select **SAVE & CLOSE**

Refresh the application and then check that the Hold Type and Hold Reason fields are now blank, meaning that the Qualification Hold has been removed

END OF GUIDE

For a comprehensive list of all of the **Admissions User & Process Guides,** please visit the **CRM User Guides** page on the SES website – click on the picture below, or alternatively visit: Home>Admissions>Admissions Support Materials and Training>CRM Support>CRM User Guides

CRM USER GUIDES

The CRM user guides support admissions, enquiries and marketing staff in using the CRM system.

The CRM system can be accessed at the following web address:

https://crm.leeds.ac.uk/

A PDF of CRM team queues is available to assist in knowing which school/area is associated with each CRM team queue.