

**Registration Process Guide for Schools 2018/19**

**Postgraduate Researchers**

**Postgraduate Research and Operations** (updated August 2018)

**Contents:**

[**Registration Overview**](#_Registration_Overview) **………………………………………………………………………………..2**

[**Locations during mass registration period 17 September to 3 October 2018**](#_Locations_during_mass) **……………..3**

[**Contacts**](#_Contacts) **………………………………………………………………………………………………...4**

[**Registration Help**](#_Registration_Help) **……………………………………………………………………………………...4**

[**Staff help**](#_Staff_help) **………………………………………………………………………………………………..4**

[**New PGRs**](#_New_PGRs) **………………………………………………………………………………………………5**

[**Returning PGRs**](#_Returning_PGRs) **……………………………………………………………………………………….7**

[**Research Council funded PGRs – 3.5 years**](#_Research_Council_funded) **……………………………………………………..7**

[**PGRs receiving maintenance/scholarship payments**](#_PGRs_receiving_maintenance/scholars) **………………………………………….8**

[**Payments**](#_Payments) **……………………………………………………………………………………………....9**

[**HOW TO ACCESS ON-LINE REGISTRATION - NEW PGRS**](#_HOW_TO_ACCESS) **…………………………………..10**

[**OBTAINING AN ID CARD**](#_OBTAINING_AN_ID) **……………………………………………………………………………11**

[**International PGRs under Tier 4, General PGR Points Based System**](#_International_PGRs_under) **……………………..12**

[**Statements, bank letters, council tax**](#_Statements,_bank_letters,) **…………………………………………………………….12**

[**Registration Process New PGRs**](#_Registration_Process_) **……………………………………………………………….13**

[**Registration Process Returning PGRs**](#_Registration_Process_Returning) **…………………………………………………………...14**

[**Useful Banner screens and reports**](#_Useful_Banner_screens) **……………………………………………………………….15**

[**List of Registration Holds (viewable on SWATRAC):**](#_List_of_Registration) **…………………………………………..16**

## Registration Overview

Every PGR at the University of Leeds is required to register at the start of their studies and then re-register on the anniversary of their start date or following a period of suspension of study. Registration is the formal process of becoming a student of the University. It enables PGRs to receive supervision, use the Library and other services, become a member of Leeds University Union and obtain a student ID card. It is also involves the financial process of paying fees as well as ensuring that the University holds accurate and up-to-date information.

Full registration comprises of:

* **Completion of the online registration steps.** Completion of these steps results in RE status in SWATRAC
* **Identity check (**UK students: passport; EU/EEA students: passport or national identity card; Overseas students: passport and immigration permission)
* Obtaining an ID card

The student can collect their ID card after completing online registration and the identity check, but the ID card is not a requirement of registration.

**Online registration** involves using web pages to:

* check and amend, if necessary, the personal and address details we hold
* confirm a programme of study
* pay tuition fees and any previous debts (please see page 8 for further details on payment)
* confirm agreement to abide by the regulations governing your studies
* join [Sport and Physical Activity](http://www.leeds.ac.uk/sports/)
* obtain a registration certificate.
* new PGRs should also obtain an ID card (visual ID checks will be first undertaken)

It is extremely important that PGRs register as soon as possible once a School informs them that online registration is available. A delay in completing registration may result in PGRs not being able to access University facilities or (if applicable) receive any scholarship/maintenance payments. Any PGRs who have debts outstanding from a previous session will not be able to complete registration for the next session until the debt has been cleared.

Registration will be open up to one month prior to the PGR’s start date (or anniversary of their start date).

**PGRs who do not complete registration will be withdrawn from the University. The University is obligated to report international PGRs who hold a Tier 4 Points Based System General Student Visa to the Home Office if they do not register.**

## Locations during mass registration period 17 September to 3 October 2018

**International Welcome Week (17-23 September 2018)**

The International Student Information Point, located in the Michael Sadler Building will be running every day, including weekends, from 13 – 28 September. PGRO will also send a list of expected new PGRs to the International Office who will contact the new PGRs about welcome sessions.

**17 September to 3 October 2018**

· **ID Checking, BRPs (Biometric residence permits), ID Cards:** The Great Hall (Monday - Friday)

· **PGR** **Admissions qualification checking**: Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

*(Taught Admissions will be based in Michael Sadler LG.16 (Monday - Friday)*

· **General enquiries**: Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

· **Central services help** (i.e. Fees, Funding and Accommodation): Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

· **Welcome team support:** The Great Hall and Student Services Centre (Monday - Friday), International Student Information Point (Monday - Sunday)

**Main registration week (24-30 September 2018)**

· **ID Checking, BRPs, ID Cards:** The Great Hall (Monday - Friday)

· **PGR** **Admissions qualification checking**: Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

*(Taught Admissions will be based in Michael Sadler LG.16 (Monday - Friday)*

· **General enquiries**: Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

· **Central services help** (i.e. Fees, Funding and Accommodation): Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

· **Welcome team support:** The Great Hall and Student Services Centre (Monday - Friday), International Student Information Point (Monday - Sunday)

**After 30 September 2018**

· **ID Checking, BRPs, ID Cards:** The Great Hall (Monday - Friday)

· **PGR** **Admissions qualification checking**: Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

*(Taught Admissions qualification checking will go back to the Individual Schools)*

· **General enquiries**: Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) and registration helpline (Monday - Friday)

· **Central services help** (i.e. Fees, Funding and Accommodation): Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

**After 5 October 2018**

· **ID Checking, BRPs, ID Cards:** Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

· **PGR Admissions qualification checking**: Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday)

· **General enquiries**: Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) and registration helpline (Monday - Friday)

· **Central services help** (i.e. Fees, Funding and Accommodation): Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building) (Monday - Friday) (Monday - Friday)

## Contacts

Registration

Registration queries which relate to the on-line registration system [**rp\_student@adm.leeds.ac.uk**](mailto:rp_student@adm.leeds.ac.uk) **or 0113 34 35057**

**Fee queries -** [**PGfees@leeds.ac.uk**](mailto:PGfees@leeds.ac.uk)0113 34 36700

Student Services Centre counter

[ssc@leeds.ac.uk](mailto:ssc@leeds.ac.uk) or 0113 34 38877

Thesis Examination

[rp\_examinations@leeds.ac.uk](mailto:rp_examinations@leeds.ac.uk) or 0113 34 34003

## Registration Help

Help on how to register can be found on the PGR Education Service website:

<http://students.leeds.ac.uk/registration>

<http://students.leeds.ac.uk/researchstudentguidance>

This site has a great deal of information for research PGRs including the Research PGR Handbook and links to other important useful information including Summary of the Code of Practice, OD&PL, Personal and Profession Development Opportunities and much more.

Within this page (second section from the top) is Registration, Fees and PGR Records.

This also contains the link to the registration guide, obtaining ID cards, statements and bank letters, paying fees and maintenance payments through centrally funded scholarships.

## Staff help

<http://ses.leeds.ac.uk/info/22108/registration_enrolment_and_attendance/787/registration> is a page for staff with contacts, troubleshooting guides, international arrival guides and a guide to the online registration pages:

[Registration Online Steps Walkthrough](http://ses.leeds.ac.uk/download/1367/registration_online_steps_walkthrough_201718_v2)

## New PGRs

The online registration system is open to PGRs one month before their official start date. Schools should notify PGRS about starting research degree study and registration. See above for links

Registration Reports

PGRO send registration reports to Graduate Schools (printed on peach coloured paper). These reports notify Schools that the online registration system is now open to that PGR. In time during PGRO will move to notifying Schools when registration is open for a particular cohort and you will be able to print your own registration reports if necessary. The Banner report is call SWRRPRG and is available to anyone who has attended Enquiry & Reporting (Research) Banner training. Alternatively you may view your data from ODBC, Argos or GRAD.

Schools do not have to return registration reports to PGRO. If there is a change which means a new offer letter is needed because of a change of programme then you should contact [rp\_applications@adm.leeds.ac.uk](mailto:rp_applications@adm.leeds.ac.uk) to ask for this change. You should not tell PGRs to register until this change is made. PGRs can register if there is a change to supervisor or thesis title to be made.

NB if a PGR has accepted their place but a registration report has not yet been sent to you, the PGR is still able to register. The 06 (accept) code in SAADCRV triggers the registration record overnight which means the PGR can register the day after SAADCRV has been updated.

New PGRs should visit the School first (particularly if they are international PGRs) to confirm that they intend to start study.

**Whether or not PGRs can proceed straight to on-line registration depends on if they need to visit the PGR Services Centre to show academic or English language qualifications and/or provide evidence that a sponsor is paying fees. With regards to qualifications, PGRs should:**

**Refer to their latest offer letter.**

a) If this letter states “**Unconditional Offer**” and does not say that registration is subject to final verification of original supporting documents then the PGR can register online. Once the PGR has completed registration, a Registration Certificate will be displayed on screen. An email will also be sent to their University Webmail account.

**b) If the offer letter states “Unconditional offer” but this is subject to final verification of original supporting documents or does not state that it is unconditional this means that the PGR is required to provide evidence of meeting the academic requirements of the offer. There will be a hold on the record**

PGRs must bring these documents to the Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building). They should ask to see a member of staff from Postgraduate Research and Operations (Admissions).

**PLEASE NOTE PGRS WILL NOT BE ABLE TO COMMENCE ONLINE REGISTRATION UNTIL PGRO STAFF HAVE SEEN THESE DOCUMENTS.**

In those cases where a PGR has an offer which is conditional upon them providing evidence it is highly likely they have successfully completed a previous course of study they must provide evidence that all the required work has been completed to PGRO.

This evidence should take the form of a letter (in English) on headed paper from the course director. This is required from all PGRs, including those who have been studying at the University of Leeds. We are able to accept letters in soft copy providing they are sent by the institution directly.

Full details of the format qualification evidence should take is available from:

<http://www.leeds.ac.uk/info/130206/applying/123/conditions_of_acceptance>

On production of this evidence, PGRs will be able to complete registration subject to providing formal notification of the award within the time period specified on their offer letter (usually 3 months). Failure to provide this could result in the PGR being withdrawn from the University. NB: PGRs who are unable to provide the above written evidence **will not** be able to register. It is **the PGR’s responsibility** to acquire the above evidence. Staff in PGRO are unable to assist PGRs with this (i.e. we **will not**  assist in seeking the confirmation).

Once a qualification hold is removed then the PGR can register immediately (assuming they have accepted the offer of a place on a previous day).

## Returning PGRs

PGRO create the records for the new academic year and send registration reports (printed on blue paper) to Schools around two months prior to the anniversary of the official start date. Please see above regarding registration reports.

In previous years a “RD” hold was placed upon the PGR’s record to prevent them from re-registering. **PGRO no longer apply this hold.**

**If a School wishes to prevent a PGR from registering then they can apply their own School (S2) hold on the record. This can be applied or removed on the Banner form SWAMASS.**

## Research Council funded PGRs – 3.5 years

Please email [rp\_student@adm.leeds.ac.uk](mailto:rp_student@adm.leeds.ac.uk) if you have any PGRs who are due to enter their fourth year of study and should be charged 6 months full-time and 6 months overtime fees (this only applies to certain faculties). We will arrange for the records to be updated and you should send the Form 21 through to PGR Fees for 6 months normal fee and half the overtime fee

## PGRs receiving maintenance/scholarship payments

Please see here for further information on postgraduate scholarships and how PGRs provide details of UK bank accounts via the PGR portal: <http://students.leeds.ac.uk/info/10230/university_scholarships_and_funds/863/centrally_funded_postgraduate_maintenance_payments>

For internal awards, including Form10/22, the Funding Team use the RE status and bank account details to release payment.  The ID check does not factor into the payment process.  The Form 22/10 needs to have been received from an authorised signatory using the correct process, and the schedule date for the first payment would need to have been reached or gone for the payment to be processed.  So for instance payments due on the 1st September 2018 (a Saturday) will be scheduled to process on the 20th August and clear on the 24th (as this is the nearest preceding Friday).

The process for paying Form10/22s can be found at: <http://ses.leeds.ac.uk/info/21710/funding_and_awards/1084/maintenance_awards>

Form 21s and payment of tuition fees (see page 2)

Schools send Form 21 details to Student Finance (Fees). You should do this as soon as you can. Student Finance (Fees) aim to process Form 21s within 48 hours but during September and early October they are not able to guarantee this. PGRs will see the payment details on the on-line registration pages if the F21 or sponsor letter has been processed (SWATRAC will also show if sponsor details have been confirmed).

## Payments

**Self funding** PGRs can pay on-line during the registration process. During the standard period of study, there is the option to pay in two instalments. This option is not available in the overtime year

**Arrangements for payment of fees by a sponsor** - this will be in the form of a letter from the sponsor confirming they will pay fees. The letter must be provided to the Student Services Centre Counter staff either by bringing it in person to the SSC or by emailing it to [pgfees@leeds.ac.uk](mailto:pgfees@leeds.ac.uk) When Fees have processed the form this will updated the student’s record and the confirmed sponsor details can be seen on SWATRAC.

PGRs may commence registration before or after handing in the sponsor letter to Student Services Centre Counter staff. If they try to register before handing in the sponsor letter, they will not be able to complete the finance pages. PGRs should enter sponsor details on the finance page and continue with registration once Student Finance (Fees) have notified them that they have processed the sponsor letter. Student Finance (Fees) do this by sending an e-mail to the PGR’s University e-mail account.

Further details on how to pay can be found here:

<http://students.leeds.ac.uk/info/10210/paying_fees_and_charges/619/ways_to_pay>

Form 21 reminders

Whilst the majority of Form 21s/equivalent spreadsheets are completed correctly, below is a list of some areas that can slow down the processing of the forms.

CONTACT DETAILS WHICH STATE GENERIC RATHER THAN INDIVIDUAL CONTACT DETAILS - If Student Finance (Fees) have any problems it can take longer to solve if they do not have the correct details and this could delay the PGR’s registration.

INCORRECT FEE AMOUNT QUOTED- If full fees are being paid, the School need to quote the correct fee. Due to the introduction of 'fixed fees', it’s not always easy to work out how much a PGR should be charged as this is dependent on year of entry - if in doubt contact Student Finance (Fees).

INCORRECT ACADEMIC YEAR/SHADOW YEAR- This tends to crop up at the beginning and end of each academic year. For instance someone registering in July 2018 or August 18 entered as 201819 academic year, when they’re actually still in academic year 201718. This sounds like a small error but if the form is entered in the wrong term the PGR won't be able to register. This also applies if the PGR record is in a shadow term. If the School know that the PGR is in a shadow term please indicate this on the form.

MISSED OFF ACCOUNT NUMBER - This could delay the PGR’s registration. Student Finance (Fees) will always contact the School if this is missing.

ACCOUNT NUMBER - BUDGET EXCEEDED OR NOT SET UP - If this happens then Student Finance (Fees) have to speak to the School and get a new account number or ask them to increase the budget. Please make sure the account number is okay to use immediately.

DUPLICATE FORMS - Student Finance (Fees) do try to check that a Form 21 hasn't been entered twice, but occasionally this occurs when they get duplicate forms, usually because of photocopies given to PGRs. The School/Faculty account may get debited twice if this happens. Student Finance (Fees) also get duplicates if the Faculty think that the original form hasn’t been entered and therefore send a replacement, if this is the case, please contact Student Finance (Fees) and they will investigate.

AUTHORISED SIGNATURES - The forms should always be signed by an authorised person who is entitled to sign on behalf of the account number specified on the form.

## HOW TO ACCESS ON-LINE REGISTRATION - NEW PGRS

PLEASE NOTE IF A PERSON IS A MEMBER OF STAFF, THEY MUST LOG INTO THE PORTAL USING THEIR **STUDENT ID NUMBER** AND **NOT** THEIR STAFF ID NUMBER.

PGRs can register from any PC with internet access. They will need:

* **Student ID number:** shown on the offer letter. This enables the PGR to obtain their ISS username and password.
* **Address details** including emergency contacts and telephone numbers
* **Fee payment information:** this may include bank account details, written evidence that fees will be paid by a sponsor or awarding body, credit/debit card details, a cheque (payable to the “University of Leeds”). Please see page 8 for further details.

**For safety and to ensure compliance by the University with banking and financial legal requirements, PGRs should not pay fees using cash. NB: the University is unable to accept cash payments above £3,500.**

Logging on to a University ISS Cluster PC

New PGRs will need to obtain an initial password if they are registering from a University (Information Systems Services) cluster PC. If they need to find out a password, they should type the username **mypassword** in the dialog box and **mypassword** in the **password box** and click OK. A program will automatically start to run and the PGR will be asked for their Student ID number and date of birth. PGRs then need to follow the instructions on screen to retrieve the password and log on.

<http://it.leeds.ac.uk/info/76/clusters/147/cluster_map> provides a map of cluster locations.

Registering on line

Go to <https://minerva.leeds.ac.uk>

click 'retrieve your user name and password' if you are new to the University to obtain your student account details (if you are a member of staff you cannot use your staff username)

follow the online instructions, keeping your username and password somewhere safe

Once logged into Minerva: Click on the **Access Student Services** icon cid:image005.png@01D3079B.4B578AB0

## OBTAINING AN ID CARD

PGRs should obtain a Student ID card, unless they are a member of staff and have a University of Leeds staff ID card.

At the end of the online registration pages, PGRs can view a registration certificate which confirms that they have registered. They will also receive an email to their University email address confirming that they have registered.

An option will appear for PGRs to print their registration certificate. PGRs can print this and bring it with them when they collect their Student ID card at the Student Services Centre or they can show this certificate on their mobile phone or other device.

The online registration pages will advise them about how to obtain the ID card once they have completed the relevant online steps.

PGRs can obtain their ID cards by visiting the ID card stations where a photograph will be taken and the card produced.

In order to collect the card, PGRs must show their registration certificate as well as valid personal ID such as:

* UK PGRs – Passport \*see below
* EU/EEA PGRs – Passport or National ID card
* International PGRs - Passport and Visa/Biometric Identity Cards

**The Student ID card will last for the duration of study at the University for a particular programme.** If a PGR’s period of study is extended for any reason (e.g. change from full-time to part-time, they have previously had a suspension to their studies) then they should obtain a new ID card once their old one has expired. There is no charge for this if the old card is swapped for a new one.

PGRs who for religious or cultural reasons have concerns about a photograph being taken, for example if they normally cover their face in public, will be treated sympathetically with options for how the ID check and their picture being taken are carried out. However, they will still be required to have a card and visual ID check.

In the event that a PGR refuses these options, no card will be issued and the PGR’s registration status will be in question if identity is unproven. The matter will then be referred to the University Secretary for consideration. This may result in the PGR being withdrawn from the University.

*\*What if I do not have a passport?*

*You have two options available to complete registration:*

* [*apply for a passport*](https://www.gov.uk/apply-renew-passport)*.*
* *Complete the*[*Identification Verification Form*](http://students.leeds.ac.uk/download/2873/identification_verification) *(this form needs to be countersigned by a professional person and you’re required to provide a copy of your birth/adoption certificate along with it).*

*Whilst you’re waiting for the form to be completed you may request a temporary PGR ID card from the* [*Student Services Centre Counter*](http://students.leeds.ac.uk/info/10100/academic_life/875/student_services_centre_counter)*. The temporary ID card will be valid for up to two months and will enable you to use University facilities such as the libraries and Leeds University Union.*

*Once you’re able to submit your passport, or the completed* [*Identification Verification Form*](http://students.leeds.ac.uk/download/2873/identification_verification) *with your registration certificate, you’ll be issued with your PGR ID card.”*

This is the web page for Student ID cards <http://students.leeds.ac.uk/info/10105/official_documentation/848/student_id_card>

## International PGRs under Tier 4, General PGR Points Based System

The University is required by the Home Office to keep a copy of Tier 4 visas

Any PGR entering the UK under the Tier 4 General PGR Visa route must have a student visa that is linked to University of Leeds. If the PGR holds a visa linked to another institution or there is a query on the visa, then they will be prevented from obtaining an ID card until they have been to see the International Student Office. Depending on their circumstances the PGR may be issued a temporary paper card instead.

BRP (Biometric Residence Permit)

International Tier 4 students are issued with a short visa to enter the UK. They must then obtain their Biometric Residence Permit upon arrival

<http://students.leeds.ac.uk/info/21506/your_visa/974/collecting_your_biometric_residence_permit>

## Statements, bank letters, council tax

Statements

Statements that confirm registration) can be requested by visiting the Student Services Centre Counter. Statements can also be requested by email.

Please see <http://students.leeds.ac.uk/info/10105/official_documentation> for further information on statements and replacement ID cards.

Council Tax

A list of PGRs who live in Leeds and who are registered on a full time programme is sent to Leeds City Council 4 times a year (please see [council tax](http://students.leeds.ac.uk/info/10200/finance/598/council_tax_exemption) information). The Student Services Centre Counter can produce a letter for council tax reduction purposes to any full time PGR who does not live in Leeds and for any PGR seeking a retrospective confirmation of registration.

## Registration Process New PGRs

|  |  |
| --- | --- |
| All PGRs can register one month before their official start date  Schools should notify the PGRs of the link to the instructions on the SES website.  Registration and other useful information can be found here:  W <http://students.leeds.ac.uk/registration> registration help pages.  <http://students.leeds.ac.uk/researchPGRguidance> further information for PGRs  PGRs can obtain a Student ID card from the Student Services Centre except for the dates below. They can do this by having their photo taken and card produced at the Registration Helpdesk. PGRs must take their registration certificate (either paper or electronic copy), passport/national ID card (plus visa for International PGRs) to the Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building)  **ID Checking, BRPs (Biometric residence permits), ID Cards:**  **International Welcome Week (17-23 September 2018) -** The Great Hall (Monday - Friday)  **Main registration week (24-30 September 2018)** - The Great Hall (Monday - Friday)  **After 30 September 2018** - The Great Hall (Monday - Friday)  **After 5 October 2018** Student Services Counter (Student Services Centre, Level 9 Marjorie & Arnold Ziff Building)  **NB Please ensure that new PGRs have arrived at the University before being told to register. This is especially important for international PGRs in the UK under a Tier 4 General PGR Visa as we have a number of obligations under the terms of our Tier 4 sponsor licence, including attendance monitoring and the reporting of no-shows. If someone does register off site and then does not arrive to take up their studies please notify us at** [**rp\_student@adm.leeds.ac.uk**](mailto:rp_student@adm.leeds.ac.uk) **immediately.** | |
| If no academic or language conditions are to be met and the PGR does not have to show a sponsor letter, PGRs are able to register via the on-line system.  The final page of the on-line registration system allows them to obtain a Registration Certificate. | If a PGR has to show original documents to certify qualifications the PGR must come to the SSC. They should come to the general counter and ask to see a member of staff from PGRO.  If they need to show a sponsor letter, they must show this to a member of SSC counter staff before they can register. |
| Once the PGR has completed registration they must bring ID and proof of this\* to the SSC (or Great Hall – see above) to obtain a Student ID card.  During the busiest period, the SSC will be staffed by marshals who will guide PGRs to the relevant places | The PGR comes to SSC and shows evidence of qualifications. PGRO staff will remove registration holds  If the PGR has not met the condition of admission then they will not be allowed to register.  Once holds are removed, PGRO will advise the PGR to register online.  Once the PGR has completed registration they can return to the SSC **(or Great Hall as above)** with evidence of completion of registration\* and proof of ID to obtain a Student ID card |
| NB If the PGR needs to show evidence of funding they must bring this to the SSC counter or email it to Postgraduate Fees [PGfees@leeds.ac.uk](mailto:PGfees@leeds.ac.uk) and then commence registration. The PGR can also enter sponsor details on the fee pages but they still must provide their sponsor letter. The Fees Team will inform the PGR when they can complete registration.  (PGR Fees contact the PGR via their University e-mail account) | |

**\*Evidence that a PGR has completed registration can either be the printed registration certificate or shown electronically**

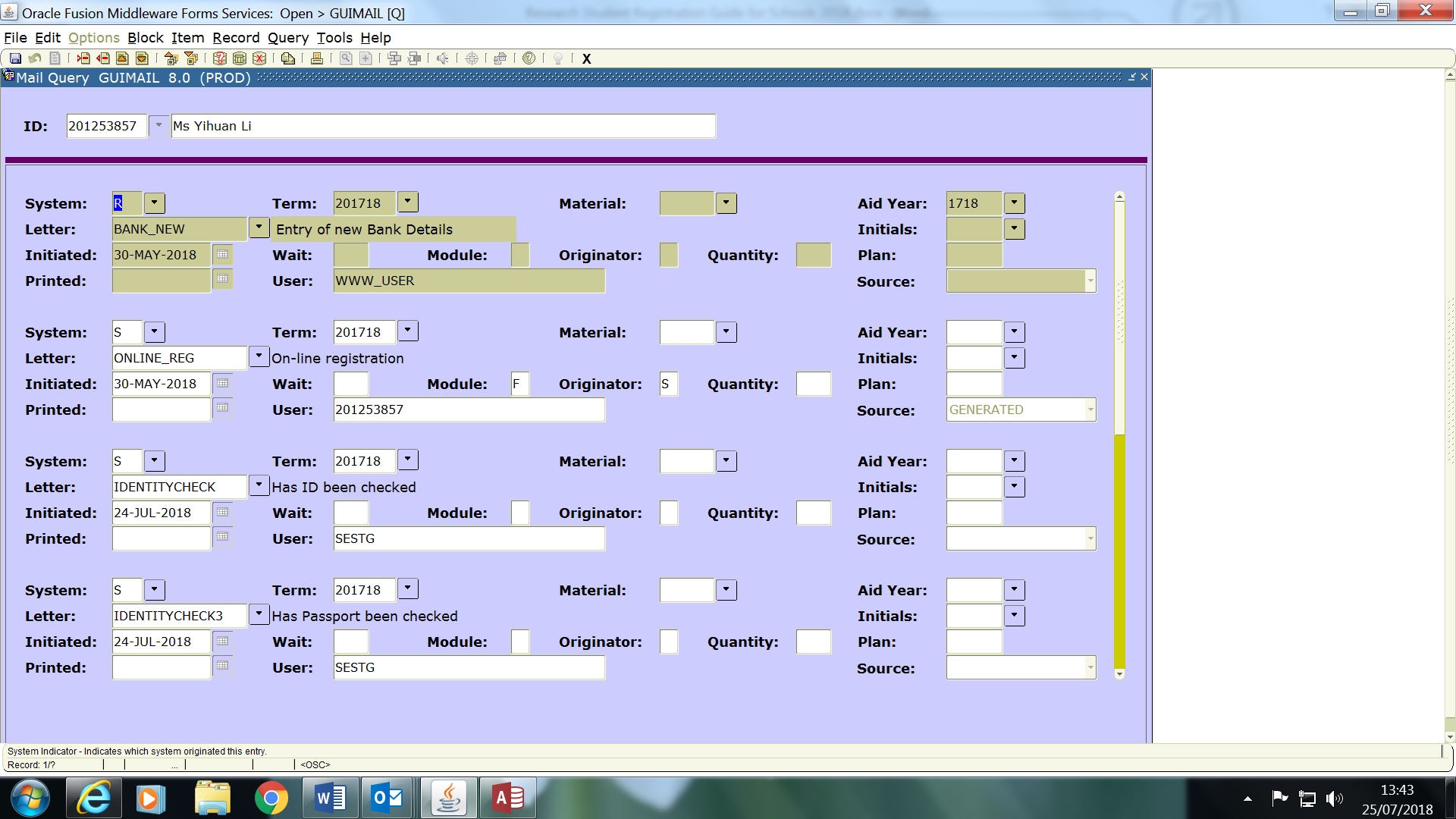
## Registration Process Returning PGRs

|  |
| --- |
| PGRO send out registration reports (blue paper). Schools to check and use for any internal process and can apply School Holds (S2) via Banner form SWAMASS if they wish to prevent a PGR from registering. |
| Schools send F21 information to PGR Fees if appropriate and F22 to Student Funding |
| Schools notify PGRs that they can register on-line  <http://students.leeds.ac.uk/registration> registration help pages.  <http://students.leeds.ac.uk/researchstudentguidance> further information for research PGRs  PGRs do not need to come to SSC unless handing in a sponsor letter.  F21s – you can check these have been processed in SWATRAC.  Fees aim to turn around Form 21s within 48 hours but this may be delayed during busy periods. Form 21s with multiple PGRs on should all have the same account number. |
| PGRs may first have to come to the SSC to show evidence of sponsorship. Once they have done this they can commence registration on the on-line registration system.  Once Fees have processed this information they will notify the PGR they can complete registration. |

## Useful Banner screens and reports

SWATRAC - shows: registration status; what fees are due; programme and registration details (including if in overtime period) whether there is a ‘hold’ on the record and whether sponsor/scholarships/F21s have been processed. This screen also shows which steps of registration was completed. The bottom of this Banner form also shows whether has a sponsor or scholarship has been linked to the student and for how much.

GUIMAIL – shows many things such as if ID card issued, and whether they have had an identity check.



You can identify students who have completed online registration but not yet completed the Identity Check by running a report in Argos called “RE students with no ID checks” which is located in the General/Registration folders

SWAACAS – is the form which shows when a CAS has been assigned

“CAS Status Report (latest statuses” is an Argos report which is located in the General/

SWRRERL – report to show PGR details including registration status.

SWRDSBP - programme list (includes e-mail addresses)

SWRHOLD – report to show holds against PGR records.

SWAMASS – add/remove holds

SWARDAT –view programme dates, overtime period, suspensions, extensions

SWRPRRG – prints individual registration reports

## List of Registration Holds (viewable on SWATRAC):

**(\* = prevents registration)**

|  |  |
| --- | --- |
| **R1\*** | Academic Quals required |
| **LN \*** | English Language required |
| **MC \*** | Marie Curie evidence req’d |
| **RD \*** | Registration Hold (may be too early for the PGR to register or PGRO have not received the blue returning registration report) – NO LONGER USED by PGRO except in exceptional circumstances |
| **AT \*** | ATAS hold. This means PGRO have not yet been notified that a PGR who falls under this scheme has received ATAS clearance. PGR must contact PGRO and either send the email of their clearance to us, or if they have not received it, they must apply. PGRs who come under ATAS cannot register until the University is informed of their ATAS clearance by the Foreign and Commonwealth Office (FCO) |
| **RV \*** | Visa hold – if a Tier 4 PGR has suspended their studies, a report will have been made to UKVI who may have then curtailed the PGR’s visa. The PGR cannot register until Counter Staff have checked that they have a new valid visa or that their old one is still valid |
| **R2 \*** | Prev course completion req’d |
| **R4 \*** | Withdraw previous course req’d |
| **R5** | Temporary Registration |
| **S1** | School hold |
| **S2 \*** | School hold – contact School |
| **S3** | References outstanding |
| **SP \*** | PGR Suspension Hold (Student Finance (Fees) hold – PGR needs to contact Fees – this is to do with the way the accounts system works) |
| **T2 \*** | Transfer overdue – contact PGRO |
| **SY \*** | Shadow Year (Student Finance (Fees) hold – PGR needs to contact Fees Team – related to the way SAP works) |