

Preparing Records for Home Offers

(as reviewed by Sarah Millard 11/May/21)

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Preparing records for Home offers



This guide should be used in conjunction with the Admissions section of the SES website, the Taught Admissions Policy, school policies, approved entry requirements and any other regulatory body material affecting the admittance of an applicant.

The 'Entry Requirements' section of the [Taught Admissions Policy](#) provides detail around our Admissions Requirements.

The 'Offer Making Checklist' included in the [Guide to Taught Postgraduate Offer Making](#) covers all the general areas of admission for consideration when verifying an application for offer; please note that programme or school/faculty specific considerations are not detailed in this. Please treat this checklist as the main resource for supporting the review of applications when preparing them for offer. The checklist guides admission staff through the applicant's personal details, verifying the application for offer (including reference to requirements of the University and other regulatory bodies) and preparing the offer letter.



CHECKLIST - Preparing records for Home offers

- Do you wish to make the applicant an offer? If yes, continue with the steps below.
- Whether you're issuing an unconditional or conditional offer, verify the academic qualification, grade (if complete) and institution – more information can be found on the SES website. The Academic qualification record in CRM must be updated prior to issuing an unconditional offer
- Whether you're issuing an unconditional or conditional offer, verify the English language qualification – more information can be found on the SES website. The English language qualification record in CRM must be created/updated prior to issuing an unconditional offer
- Apply Qualification Hold where applicable, and continue to process the offer in CRM

Academic Evidence - Qualification Checking

PLEASE NOTE that **ALL** of these steps must be completed prior to issuing an **unconditional offer**

a. In the **Qualifications** tab on the application, scroll down to **QUALIFICATIONS (ACADEMIC & PROFESSIONAL)**

b. Access (by double clicking into) or create (by selecting the + sign) the relevant Academic record for the qualification you wish to consider – this will open up the detail of this record, and therefore the detail of the qualification including dates and grade (where relevant)

c. Open (by clicking into) each Document URL record to verify that the information provided by the applicant in the qualification record is correct, and to complete institution, qualification and grade equivalency checks – for further information about performing these checks, please visit the **Offer Making Guide** on the SES website: https://ses.leeds.ac.uk/info/22240/taught_postgraduate_admissions_procedures/1107/guide_to_taught_postgraduate_offer-making

Qualifications

QUALIFICATIONS (ACADEMIC & PROFESSIONAL)

Active Applicant Qualification (Acade... ▼

Type	Level	Title	Completion Date ↑	Achieved Result...	Predicted Result...	Documentation	Decision Based On	Awarding Institution
Academic	Bachelors	BSc Textiles		2:1		Yes	Yes	University of Manchester

SAVE SAVE & CLOSE NEW DEACTIVATE EMAIL A LINK RUN WORKFLOW START DIALOG

APPLICANT QUALIFICATION : MAIN

Zoology

Level * **Bachelors**
Awarding Institution **University of Leeds**
Institution Name Other --
Qualification Equivalency --
Qualification Obtained in UK? **Yes**
Country Awarding **United Kingdom**

Institution Agreement **No**

Academic Evidence Used for CAS **No**
Academic Evidence **Bachelors Zoology - University of Leeds**
Qualification used for Academic Prog
Academic Level --

End Date --
Expected Result Date **21/07/2019**
Completed? **Yes**
Completion Date * **21/07/2019**

GRADING / SCORING

Predicted Result **2:1**
Achieved Result **2:1**

Documents

Unique ID	Document Name	Document URL	Portal Document Type ↑	Is Valid?	Validated Document Type...	Description
DOC02519371	fullsizeoutput_3ce.jpeg	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification	No		Zoology
DOC02519372	fullsizeoutput_3c6.jpeg	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification	No		Zoology
DOC02519374	fullsizeoutput_3d3.jpeg	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification	No		Zoology

d. In the **APPLICANT QUALIFICATION : MAIN** screen, scroll down to the **Summary** ****CHECKING**** section and complete the **Check Status** to 'Condition of Offer' or '**Checked and Accepted**' relevant to the decision and/or offer you wish to make. Also complete the **Decision Based On**, and **Original Documentation Seen?** fields.

APPLICANT QUALIFICATION : MAIN ▾
BSc Textiles

▾ Type
 Type* Academic

▾ Summary

CONTACT

Contact* Xuhong Tan
 Application* Xuhong Tan: MSc Materials Science and Engineering (2016/17)

****CHECKING****

Check Status	Condition of Offer
Decision Based On	Yes
Original Documentation Seen?	No

e. Scroll further down to **Academic / Professional** and complete **Academic Evidence** field.

'Academic Evidence' – this should match the title of the degree awarded as per documentation accepted

'Academic Evidence Used for CAS', 'Qualification Used for Academic Progression' and 'Academic Level' fields are for international offers that require a Student visa **only**

Click **SAVE & CLOSE**

APPLICANT QUALIFICATION : MAIN
Library and Information science

▾ Academic / Professional

ACADEMIC / PROFESSIONAL

Subject* Library and Information science

Level* Bachelors
 Awarding Institution --
 Institution Name Other Mzuzu University
 Qualification Equivalency DHE
 Qualification Obtained in UK? No
 Country Awarding Malawi

Academic Evidence Used for CAS? Yes
 Academic Evidence Bachelors Library and Information science - Mzuzu University
 Qualification Used for Academic Progression
 Academic Level --

NOTE: DATES and GRADING should be recorded accurately for all applicants for audit purposes

DATES	
Start Date	08/08/2005
End Date	--
Expected Result Date	--
Completed?	Yes
Completion Date*	15/12/2009
GRADING / SCORING	
Predicted Result	--
Achieved Result	Upper Second Class

f. Open the **Qualifications** tab and scroll down to the **QUALIFICATIONS (ACADEMIC & PROFESSIONAL) **Checking**** section. Populate the **Academic Qualification Check** field relevant to the decision and/or offer you wish to make. Populate the **Highest Qualification on Entry** field (for Unconditional offers only) - for further information about this field, please visit the SES website: https://ses.leeds.ac.uk/info/22209/taught_postgraduate_academic_requirements/1117/uk_qualifications_for_postgraduate_entry Click **SAVE**.

Qualifications

QUALIFICATIONS (ACADEMIC & PROFESSIONAL)

Active Applicant Qualification (Acade... ▾)

Type	Level	Title	Completion Date ↑	Achieved Result...	Predicted Result... D
Academic	Bachelors	BSc Textiles		2:1	Ye

****Checking****

Academic Qualification Check	Condition of Offer
Highest Qualification on Entry	HUK - UK first degree with honours

g. Scroll down and check the **HOLD** section.

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 academic documents (not English language) have been seen and ratified by a member of the

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 Qual: * **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...
No Applicant Advanced Standing records found.				

HOLD

Hold Type	Qualification Hold
Hold Reason	Early Years Education

NOTE NCUK applicants do not require a HOLD for their original academic documents as the University has agreed that the NCUK Centres have responsibility for checking these

admissions team. COVID flexibility has been applied in the recent past to waive the requirement for original paper documents to be seen prior to Registration. Senior colleagues are currently considering whether this flexibility will be extended further.

English Language Evidence - Qualification Checking

PLEASE NOTE that **ALL** of these steps must be completed prior to issuing an **unconditional offer**

- In the **Qualifications** tab scroll down to **QUALIFICATIONS (ENGLISH LANGUAGE)**
- Access (by double clicking into) or create (by selecting the + sign) the relevant English record for the qualification you wish to consider – this will open up the detail of this record, and therefore the detail of the qualification including dates and grades (where relevant)

QUALIFICATIONS (ENGLISH LANGUAGE)

Type (English) ↑	Completion Date	Achieved Result	Listening Score	Reading Score	Writing Score	Speaking Score	Overall Score	Reference Number
First degree from English Language	15/12/2009							
IELTS (International English Lang...	30/05/2015	5	6.0	7.0	7.0	6.5	15ZA001399CHF001A	

Note: An English record must be created for an applicant, regardless of whether their academic qualification also satisfies the English requirement – do not overtype English language information, create a new record for each new certificate provided

c. Open (by clicking into) each Document URL record to verify that the information provided by the applicant in the English record is correct, and to complete verification checks – for further information about performing these checks, such as how to verify IELTS online, please visit the **Offer Making Guide** on the SES website: https://ses.leeds.ac.uk/info/22240/taught_postgraduate_admissions_procedures/1107/guide_to_taught_postgraduate_offer-making

APPLICANT QUALIFICATION : MAIN
IELTS (International English Language Testing System)

Decision based on **Yes**
 Original Documentation Seen? **Yes**

English Language

ENGLISH LANGUAGE

Type (English) * IELTS (International English Language Testing System)
 Is the English Language test a SELT? **No**

DATES

Start Date --
 End Date --
 Completion Date * **04/01/2020**

Achieved Result --
 English Test Centre Number --
 Reference Number **19SA031467ALDA102A**
 Listening **8**
 Reading **8.5**
 Writing **6.5**
 Speaking **9**
 Overall Score **8**
 English Language Evidence Used for UKVI **Yes**
 Qualification used for Academic Progress:
 English Language Check Status **Higher Education Institute (HEI) has made assessment**

Documents

Unique ID	Document Name	Document URL	Portal Document Type ↑	Is Valid?	Validated Document Type...	Description
DOC02746314	IELTS ACA.pdf	https://crmspdocs2.leeds.ac.uk/sites/AY202021/Doc...	Applicant Qualification	Yes	English Language Certif...	IELTS (International Eng...

d. In the **APPLICANT QUALIFICATION : MAIN** screen, scroll down to the **Summary** ****CHECKING**** section and complete the **Check Status**, **Decision Based On**, and **Original Documentation Seen?** fields relevant to the decision and/or offer you wish to make.

Note: For English language the **Original Documentation Seen?** should be set to **Yes** as we are not required to see the original of English language evidence

Summary

CONTACT

Contact * Xuhong Tan
 Application * Xuhong Tan: MSc Materials Science and Engineering (2016/17)

****CHECKING****

Check Status **Checked and Accepted**
 Decision Based On **Yes**
 Original Documentation Seen? **Yes**

Click **SAVE & CLOSE**.

e. Scroll further down to **English Language** and complete the **English Language Check Status** field.

'**English Language Check Status**' – this should match the relevant category - see the '[How to Record English Language Correctly](#)' page on the SES website

The '**English Language Evidence Used for UKVI**', '**Qualification Used for Academic Progression**' fields are for international offers that require a Student visa **only**

Click **SAVE & CLOSE**

APPLICANT QUALIFICATION : MAIN

IELTS (International English Language Testing System)

Original Documentation Seen? Yes

English Language

ENGLISH LANGUAGE		DATES	
Type (English) *	IELTS (International English Language Testing System)	Start Date	--
		End Date	--
		Completion Date *	30/05/2015
Achieved Result	--		
English Test Centre Number	--		
Reference Number	15ZA001399CHIF001A		
Listening	6.5		
Reading	6.0		
Writing	7.0		
Speaking	7.0		
Overall Score	6.5		
English Language Evidence Used for UKVI	<input checked="" type="checkbox"/>		
Qualification used for Academic Progression	<input type="checkbox"/>		
English Language Check Status	Higher Education Institute (HEI) has made assessment		

NOTE: **DATES** and **Grades** should be recorded accurately for all applicants, regardless of whether the English language evidence provided meets the entry requirement – this information may be used by the Language Centre for pre-sessional multi-term or combined offers, and for audit purposes

f. Open the **Qualifications tab** and scroll down to the **QUALIFICATIONS (ENGLISH LANGUAGE) **Checking**** section. Populate the **English Language Check** field relevant to the decision and/or offer you wish to make.

Select 'Not Applicable' in the **Academic Progression Check field**, as this is only relevant to international offers requiring a Student visa only

QUALIFICATIONS (ENGLISH LANGUAGE)

Type (English) ↑	Completion Date	Achieved Result	Listening Score	Reading Score
IELTS (International English Lang...	04/01/2020		8	8.5

****Checking****

English Language Check	Checked and Accepted
English Language Pre-sessional Applie	--
Academic Progression Check	Not Applicable

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: https://ses.leeds.ac.uk/info/22244/crm_support/1108/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.