

## **Leeds Awards**

**(as reviewed by Sarah Millard 18/May/21)**

### **Contents**

Processing Leeds undergraduate student results to progress onto a Masters (Leeds Awards) .....	1
Entering degree classification results into CRM – processed by the Taught Admissions Team.....	3
Reviewing degree classification results and updating offers in CRM – processed by the Faculties .....	7

## Processing Leeds undergraduate student results to progress onto a Masters (Leeds Awards)



### What is a 'Leeds Award'?

A 'Leeds Award' refers to confirmation of final results and degree classification for current undergraduate students studying at the University of Leeds who also hold a conditional offer for a Taught Postgraduate Masters programme for the next cycle. Confirmation of final undergraduate degree classifications are confirmed into Banner at the end of June/beginning of July – this information is then used to assess whether the student has met the academic condition of their Masters offer without the applicant needing to provide any further qualification evidence.

### Who receives confirmation of the 'Leeds Awards' and when?

Undergraduate degree classification results for those students who also hold a conditional offer for a Taught Postgraduate Masters programme are administered to the Taught Admissions team. The vast majority of these results are issued at the end of June/beginning of July. **<IMPORTANT>** Please note that degree classifications should not be entered into CRM until after classification results have been officially released to students.

### How can faculty colleagues review this information to update conditional offers?

The Taught Admissions team are responsible for inputting degree classification results onto the relevant academic qualification records on the application within CRM and raising a task to the relevant team. Faculty staff can then work through their relevant tasks to review their applicants' degree results directly on the application within CRM, and update offers accordingly; many of which will result in updating the offer to unconditional where all conditions have been satisfied.

For further information and detailed instructions, please continue to read below.

### Do we require the hardcopy degree certificate before registration?

No. As these are previous University of Leeds students, the result confirmation received is direct from Banner which is the official record of the degree classification and award. A Qualification Hold is therefore not required.



## CHECKLIST – Processing Leeds undergraduate student results to progress onto a Masters (Leeds Awards)

- Degree classification information confirmed to Taught Admissions team.
- Taught Admissions team locate the relevant applications within CRM and input the degree classification onto the qualification record as well as indicating that the original result has been seen. **<IMPORTANT>** Please note that degree classifications should not be entered into CRM until after classification results have been officially released to students.
- Taught Admissions team raise 'Leeds Award' tasks from the relevant applications in CRM directly to the faculty team responsible for the administration of the application and offer.
- Faculties review their dashboards/views/queue for 'Leeds Award' tasks and access the application associated with that task.
- Faculty staff access the Leeds University undergraduate degree record and consider the final degree classification in relation to the academic condition applied to the offer.
- Faculty staff update the relevant academic condition and offer accordingly. Please refer to the Meeting Conditions and Issuing Unconditional Offers guides [on the SES Website](#) for further instructions.
- **Please remember that if the applicant requires a Student visa for their studies, the academic progression checks must be performed before issuing an unconditional offer.**

## Entering degree classification results into CRM – processed by the Taught Admissions Team

<IMPORTANT> Please note that degree classifications should not be entered into CRM until after classification results have been officially released to students

Use the Banner student ID number indicated on the degree classification result notification to identify the relevant PGT offer holder. This should be done in the **'Contacts'** section of CRM.

Microsoft Dynamics CRM | ADMISSIONS | **Contacts** | Create | Jenny Kettlewell crmtest1

+ NEW | DELETE | EMAIL A LINK | RUN REPORT | EXPORT TO EXCEL | IMPORT DATA | ADVANCED FIND

**Current Applicants** | 2010\*\*\*\*\*

✓	Last Name ↓	First Name	Date of Birth	Nationality	Contact Mobile...	Contact Telepho...	E-mail	Address 1: Street 1zzz
	Zoeller	Larissa	26/10/1992	Brazilian			lzoeller@mailinator.c...	47 Main Street
	Zinc	Larissa	27/10/1992	Brazilian			lzinc@mailinator.com	1 Brazil Street
	Zinc	Charles	30/01/1990	British			czinc@mailinator.com	University of Leeds

Access the relevant contact record and open the **'Applications & Requests'** section to determine the relevant conditional offer/s held by the applicant. If there is more than one conditional offer for a future academic year of entry, then the steps below will need performing on all relevant applications.

SAVE | SAVE & CLOSE | NEW | DEACTIVATE | CONNECT | ADD TO MARKETING LIST | EMAIL A LINK

CONTACT : APPLICANT CONTACT | Larissa Six

Lead: No | Prospect: No | Applicant: Yes

Student: No | Alumnus: No

PREVIOUS ADDRESSES

Interviews and Events

Applications & Requests

**APPLICATIONS**

Applicant	Course Applied For	Academic Year Of En...	Start Date	Application Source	Application Status	Decision
Larissa Six	MA Special Educational...	2016/17	21/09/2016	Applicant Portal	Await Response	<b>Conditional Offer</b>

Access the University of Leeds undergraduate degree record from within the Qualifications section of the application

APPLICATION : STUDENT APPLICATION

# Larissa Flora: MA Special Educational Needs (2016/17)

Decision: Conditional Offer | Applicant Decision: -- | Generated Offer: Conditional Offer | Owner\*: ESSL: Education

Progress bar: New Application, Check Status, Select Status, Decide, **Await Response (Active)**, Manage Response, Next

✓ Date Offer Published\* 30/04/2018

- ▶ Application Summary
- ▶ Course Checklist
- ◀ Qualifications

## QUALIFICATIONS (ACADEMIC & PROFESSIONAL)

Active Applicant Qualification (Acade... ▼

Level	Subject	Completion Date ↑	Achieved Result...	Predicted Result...	Documentation	Decision Based On	Awarding Institution
Bachelors	English				Yes	Yes	University of Leeds

Amend 'Completed?' to 'Yes',  
Enter the 'Completion date' field  
as the date the result  
confirmation was received, and  
the relevant classification into  
the 'Achieved Result' field.

APPLICANT QUALIFICATION : MAIN

# English

Academic / Professional

## ACADEMIC / PROFESSIONAL

Subject *	English
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	Yes
Academic Evidence	Bachelors English - University of Leeds
Qualification used for Academic Progr	<input type="checkbox"/>
Academic Level	--

## DATES

Start Date	01/09/2015
End Date	--
Expected Result Date	--
Completed?	Yes
Completion Date *	02/07/2018

## GRADING / SCORING

Predicted Result	--
Achieved Result	2:1

Scroll to the top and update the 'Original Documentation Seen?' field to 'Yes'. **SAVE & CLOSE** the record.

## Summary

### CONTACT

Contact\*   Larissa Flora  
Application\* Larissa Flora: MA Special Educational Needs (2016/17)

### \*\*CHECKING\*\*

Check Status Condition of Offer  
Decision Based On Yes  
Original Documentation Seen? **Yes**

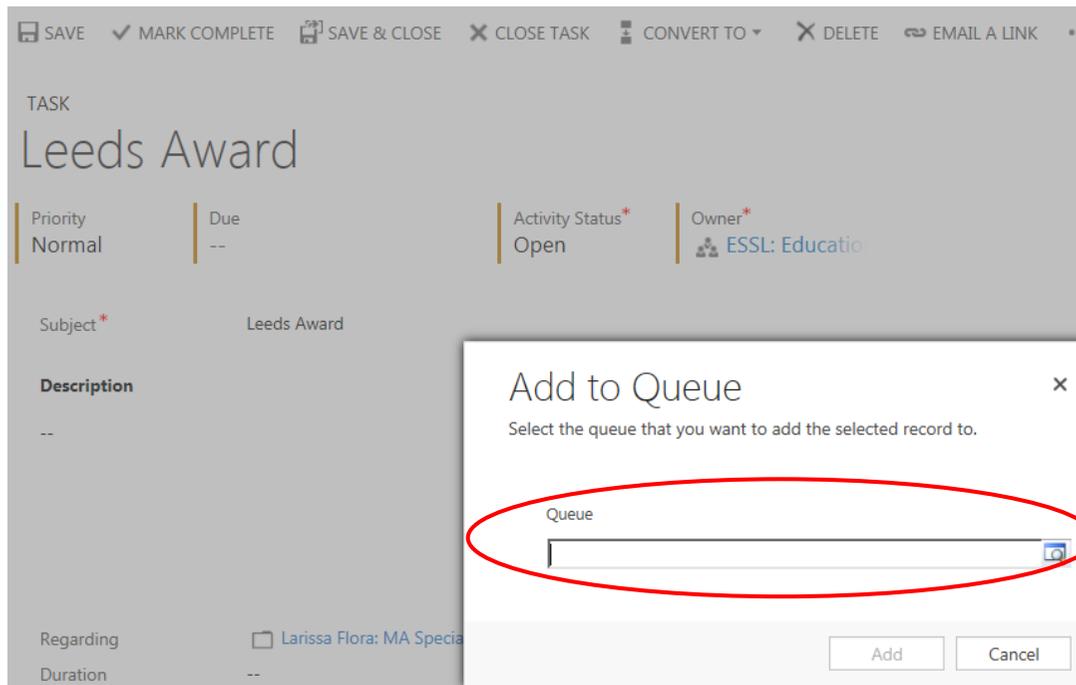
## Academic / Professional

### ACADEMIC / PROFESSIONAL

Subject\* English

Raise a **Task** from the application with Subject of '**Leeds Award**' and add the Task to the relevant queue (this should be the same as the '**Owner**' stated on the application). There is no need to add any text into the Description field. **SAVE & CLOSE** the Task.

The result notification can now be deleted.



The screenshot shows a task creation interface. At the top, there is a toolbar with buttons: SAVE, MARK COMPLETE, SAVE & CLOSE, CLOSE TASK, CONVERT TO, DELETE, EMAIL A LINK, and a menu icon. Below the toolbar, the task details are displayed: TASK Leeds Award. The details include: Priority Normal, Due --, Activity Status\* Open, Owner\* ESSL: Education, Subject\* Leeds Award, and Description --. At the bottom, there is a 'Regarding' field with a dropdown menu showing 'Larissa Flora: MA Special Educational Needs (2016/17)' and a 'Duration' field with a dropdown menu showing '--'. A modal window titled 'Add to Queue' is open in the foreground, with the text 'Select the queue that you want to add the selected record to.' and a dropdown menu labeled 'Queue' which is circled in red. The modal also has 'Add' and 'Cancel' buttons at the bottom.

## Reviewing degree classification results and updating offers in CRM – processed by the Faculties

Review your team's **Task** list and open any with the title of **'Leeds Award'**.

Once opened, access the application via the **'Regarding'** field.

Queue: ESSL: Education

<input checked="" type="checkbox"/>	Title	Entered Queue	Type	Queue
<input checked="" type="checkbox"/>	Leeds Award	27/06/2018 16:50	Task	ESSL: Education

TASK

### Leeds Award

Priority  
Normal

Due  
--

Activity Status\*  
Open

Owner\*  
ESSL: Education

Subject\* Leeds Award

Description

--

Regarding  Larissa Flora: MA Special Educational Needs (2016/17)

Duration --

The applicant's degree results should be clearly visible against the relevant academic qualification record within the **Qualifications** section of the application.

Please refer to the Meeting Conditions and Issuing Unconditional Offers guides [on the SES Website](#) for further instructions. Please remember that if the applicant requires a Student visa for their studies, the academic progression checks must be performed before issuing an unconditional offer.

APPLICATION : STUDENT APPLICATION

## Larissa Flora: MA Special Educational Needs (2016/17)

Decision: Conditional Offer | Applicant Decision: -- | Generated Offer: Conditional Offer | Owner\*: ESSL: Educatio

✓ New Application > ✓ Check Status > ✓ Select Status > ✓ Decide > **Await Response (Active)**

✓ Date Offer Published\* 30/04/2018

- ▶ Application Summary
- ▶ Course Checklist
- ▶ **Qualifications**

**QUALIFICATIONS (ACADEMIC & PROFESSIONAL)**

Active Applicant Qualification (Acade... ▼

Type	Level	Subject	Completion Date ↑	Achieved Result...	Predicted Result...
Academic	Bachelors	English	02/07/2018	2:1	

**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.