



Award Lists

Generating Award Lists from SAW

V2.0 Feb 2022

Generating the Award Lists Guide

This documentation outlines the process for generating award lists.

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1. Award List – ENKAWARDLIST

The award list is a report developed in SITS that is run from the Student Awards (**SAW**) screen. It details:

- Award type
- Student's SPR Number
- Student's forename, surname and their full formal name (this will appear on their final formal documentation including degree certificate and certificate)
- Classification of award made
- Date award made

1.1 Purpose of the Award List

The award list is the formal list of students who have had awards ratified by a Board of Examiners (BoE). It acts as a permanent record detailing the student, award gained, classification and the date of confirmation of award. The report developed is in the format required by St George's for final sign off by the Chair of the BoE. This is required as a precursor to the production of degree certificates. The award list must be generated via SITS and this ensures the veracity of the data held that will also be displayed in graduation materials and passed on to the Alumni team. Finally, the list is used by the Student Systems team to ensure that student records are fully closed in SITS and details accurately returned in statutory returns.

1.2 Steps to be taken prior to generating the award list

Prior to generating the award list the following must have occurred:

- Awards ratified by BoE and / or exceptionally Chair's Action
- Awards calculated and confirmed on SITS via Process Student Award (**PSA**)
- Award records checked in Student Awards (**SAW**) to ensure the award title, classification and date of award is correct

2. Generating the Award List from SAW

The Award List report, ENKAWARDLIST, can be run from the Student Awards (**SAW**) screen. Irrespective of your retrieval criteria this report will only list a student that has a confirmed award as follows:

Agreed award field is populated; and

Status field = "A" for agreed or "CONF" for conferred; and

Date field is populated.

You will need to generate a separate list for each award aim and assessment board date i.e. a separate list would be required for students on the same programme who received the award aim e.g. a BSc/MSc as opposed to those receiving intermediate/exit awards for e.g. a DipHE/PGDip. Likewise, if awards were ratified on different dates then two lists would be required as the report confirms the overall date of award for all students listed.

2.1 Running the Report in SAW


Follow the process defined below to run the report:

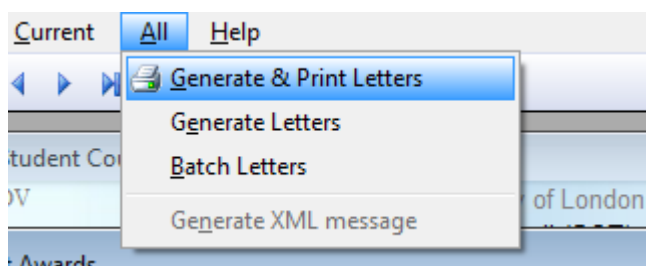
1. Open **SAW** screen
2. Populate the following fields:

Programme Enter programme code

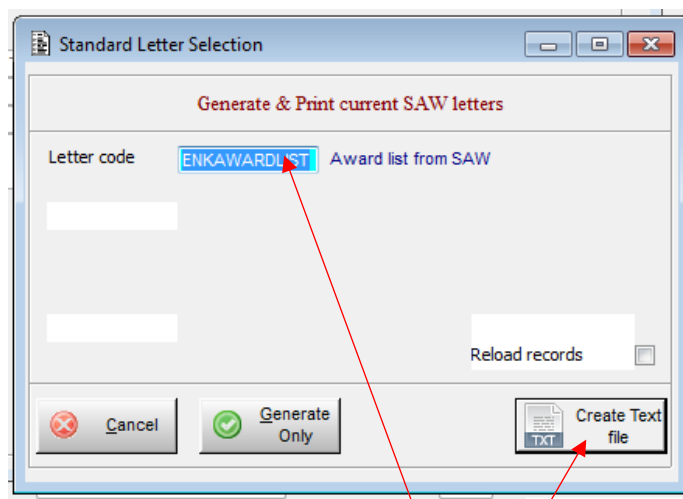
Agreed award Enter award code

Date Enter date award approved/assessment board date

3. Use F5 or the  icon to retrieve all applicable records
4. Select "Generate & Print Letters" via *All* on the menu bar:



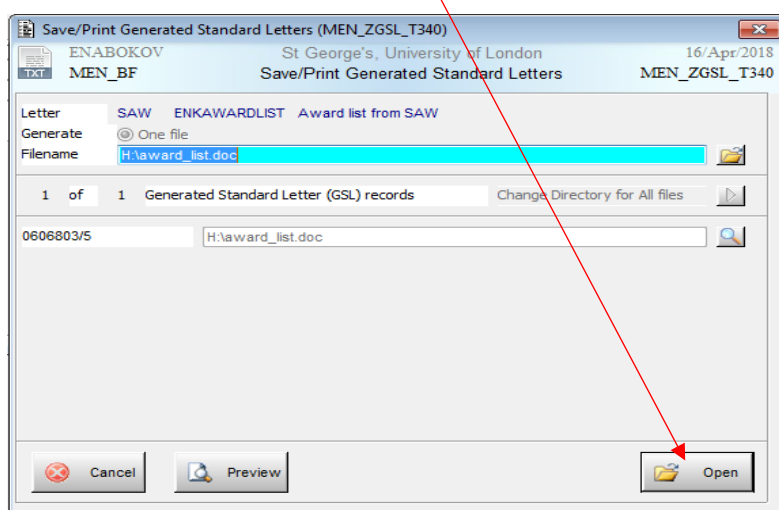
A pop-up screen will appear:



5. In the *Letter code* field enter ENKAWARDLIST
6. Click on the "Create Text File" button

A pop-up screen will appear

7. Click-on the “Open File” button



8. The file will be saved on your personal network drive. You must rename the file so that it indicates the Programme, Academic Year and Date of BoE.

The list should now be ready to forward to the relevant teams

9. Submit the report to the relevant teams in the Registry once final checks have been completed (seen details below for checking and submitting the report). Please note that you can re-generate the report if any corrections are required and repeat steps 1-9.
10. Ensure a permanent copy is retained along with the BoE paperwork

2.2 Checking the Report

Before forwarding the Final Award List to the Chair of the BoE for sign off it is important that you undertake the following checks:

- Ensure the award title at the top of the page is accurate: This is taken from the Award Code full name (**AWD Full Name** field)
- Ensure all students ratified at the BoE appear on the list: Student's **SAW** record must have a *status* of "A" or "Conf" with *date* field populated
- Ensure that the student award detailed under the *Title* column against each student is correct: This is taken from the **SAW title** field which is auto-generated from the student *route* held in the "Award Details" section on the **SPR** screen.
 - To view the award title double-click on the *intended award* field in the Award Details section of the **SPR** record. This will open the **AWD** screen. Go to Other>Award Route Name on the menu bar. This shows the routes attached to the award and the full award title in the *name* field.

Any corrections required will need to be made in SITS. You will be able to agree any outstanding awards yourself however, changes required to overall award titles or individual student awards will need to go the Student Systems Team with necessary supporting paperwork.

3. Submitting the Final Award List

The Final Award List report needs to be signed off by the Chair of the BoE before certificates can be created. The report(s) need to be sent as attachments to:

- The Academic Registrar Jenny Laws at jlaws@sgul.ac.uk and;
- The Student Systems Team at studentsystems@sgul.ac.uk

The original list should be retained and held against the relevant BoE paperwork. Upon receipt of the approved list the Student Systems team will close the students records down in SITS.

4. Degree Certificates and Labels

Degree certificate should not be requested until approval of the award list has been received. With the exception of undergraduate awards only programme teams are responsible for production of degree certificates via the Print Room. Programme teams will need to provide the Student Systems Team will home address labels for undergraduate students. We recommend running the SRL "MY-HOMELABS" against SAW when generating the final award list. This SRL is designed to printed onto Avery L7163 printer paper (2 x 7 per sheet).

Normal turnaround for certificates to be produced and sent to students is 6-8 weeks from receipt of the signed off pass list. Students are advised that it can take up to 12 weeks.

Certificates to UK addresses go standard delivery. Certificates sent outside the UK go International Signed

Programme teams are to remind students prior to final BoE to ensure that their home/permanent address details are correct as this is the address that the certificate will be sent to.