Progression & Awards Process Overview Map

Link to external guidance

You can click on any process box with the link icon to be taken to a web page with guidance about this step.

Start → **Check course enrolments are correct** (Maintain Course Enrolment Rules) → **Enter, calculate & ratify course marks** (Assessment Hub) → **Calculate progression** (Progression & Awards) → **Review calculations and decisions** (Progression & Awards) → **Mark records as ready for board** (Progression & Awards) → **Prepare Programme Board Reports** (BI Suite) → **Attend board**

If required → **Edit marks/grades** (Assessment Hub) → Calculate progression

Mark records as ready for board → **Edit progression/award information** (Progression & Awards)

What was the outcome of the board?

- **Change to progression/award information** → **Edit progression/award information** (Progression & Awards) → Review calculations and decisions

- **Progression/award decision approved** → **Review calculations and decisions** (Progression & Awards) → **Select records and ratify** (Progression & Awards) → **Edit progression/award information** (Progression & Awards) → **Review calculations and decisions** (Progression & Awards) → **Publish records** (Progression & Awards) → **Finish**

- **Award credit on aggregate** → **Edit progression decision to one with credits on aggregate** (Progression & Awards) → **Review calculations and decisions** (Progression & Awards) → **Ratify** (Progression & Awards) → **Publish** (Progression & Awards) → **Go to Assessment Hub & change grade to UA** (Assessment Hub) → **Publish new overall course mark** (Assessment Hub) → Finish

Unpublish progression (Student Hub) → Edit progression/award information

What changes are required? → **Request changes to awards** (Progression & Awards) → Finish