Online PG Application Form

The online Postgraduate Application form will enable students to apply for their degree course online.

Applicants create an online account – meaning they can save and return to applications.

Applicants search for the course they want to apply for.

Applicants use a checklist to navigate and enter required information under each heading.
Online Postgraduate Applications System Summary Cont.

4. Under each heading, applicants can add and edit key information, including attaching copies of supporting documents.

5. When all items on the checklist are complete, the application can be submitted.

6. The applicant receives a notification to confirm receipt of the application.

7. Following this, the applicant can log into their account at any stage for a status update.

Further information:
- Full Usability Testing has been undertaken and the outcomes fed back into the system design.
- Development is taking place additionally on the central database to assist PG Co-ordinators with processing online applications.
- A Sussex Direct module is proposed to allow Academic Selectors to read and comment on applications.
Loading the Application onto the Database

From here the application will be loaded onto the database.

The Postgraduate Office (PGO) will use a loading and matching form. This gives the PGO the opportunity to check that applicants haven’t submitted dummy applications (e.g. Mickey Mouse) also check that the person doesn’t already exist on the database.

Once the valid records are loaded in, an application record will be created on the database for all courses an applicant has applied for.

Outstanding Documentation and Postal Applications

An applicant can submit all supporting documentation with the application; however they may send documents in by post, or submit a postal application in the usual way. If this is the case the PGO will scan any supporting documentation and use Sussex Direct to attach it to an applicant record.

If the application comes in by post, the PGO will input the application onto the database.
Processing by PG Co-ordinators

At this point the PG Co-ordinators (PGC) will be able to see the application. To find all the applications that are awaiting decision and need to be processed the Applicants by Status screen can be used.

Applicants By Status Screen

PGCs will be able to search for the new applicants through the new screen Applicants by Status where they will check for applicants who are AWAITING DECISION.

Applicants by Status Screen
Checking Online Application and Supporting Documentation

All the information for the online application can be seen on the tabs of the Progression screen, which is called from the Student Applicants (CCE/PG/VE) form. The information can be seen by clicking on the Language, Experience, Referees and Documents tabs.

It is possible to check the supporting documentation from the progression screen by going to the 'Documents' tab, highlighting the correct record (by clicking on it) and clicking the View Doc button. This will cause the document to open in another window.

It is also possible to view the Academic Interests completed by the applicants using the online application system. This can be seen by clicking on the Ac. Interests button.
Adding Selectors

This facility will enable you to add faculty to make a comment or recommendation on the application through Sussex Direct.

Click the **Add** button to add a person to make a recommendation or comment on the application.

Select Role (e.g. Comment or Recommend) and enter the SURNAME of a current staff member. Click on the **Find** button to return the search and click on the name (in blue) to select.
Awaiting Documents

If the application cannot progress until documentation is received the application status IN HAND can be used.

Template Applications

If a course conforms to a template application (PGT only) then the PG Co-ordinator can make the decision, otherwise s/he should refer the application to the Course Selector.

The courses using templates have yet to be confirmed. Once they have the PGCs will be able to see whether a course is a template course from the database screens.

Course Selectors

Course Selectors can see the application details through Sussex Direct, once they have been associated to an applicant by a PG Co-ordinator (see above). Once this has happened they need to go to Admin > Online PG Admissions where they will be able to see the application information for the applicant they have been assigned to.

From these pages they will also be able to add comments for other staff to see and can put their recommendation as to whether an offer should be given or not. If the programme selector wants any conditions to apply they can put this information in their recommendation as well.
Putting in Your Comments for the Course Selectors

Click on the **Select Com** button on the ‘Decisions’ tab to put in your own comments, which can be seen by the course selector in their ‘Comments’ section in Sussex Direct.

When a comment or a recommendation has been put in by the course selector it will appear in the ‘Decisions’ tab as either a **SELECT-COM** (Comments) or a **SELECT-REC** (Recommendation). You will be able to click on the link to see what the selector has put in their comments and what offer has been made through the recommendations. If a course selector thinks that any conditions should be applied, these will be shown on their recommendation. A decision can then be added to the applicant by the PGC in the ‘Decisions’ tab taken from the recommendations made by the course selector.
Making a Decision

Rejection: If it is decided to reject the applicant then it will be necessary to put down the circumstances behind the rejection – this is chosen from a pick-list.

Conditional: If the decision is made to give a conditional offer then the PCG must record the conditions in the Condition tab. This will only become active is CO-OFFER is chosen as a selection criteria. The conditions which can be added are Standard Conditions, which indicate the qualification conditions, and Other Conditions for anything else. It is also possible to use the comments boxes if the correct qualification or other condition isn’t listed.

The PGO will then send the applicant an offer letter incorporating any conditions.