PGR END OF SESSION ART QUICK GUIDE 2024-25

ART W				Does PGR in	not move ito 2024/25
Release of marks and	l		M	AIN	SUPP
 <u>Use for PGRs who</u> Have approved mark the final progress de 	ks and n	nodule reco n not yet co	mme nfirn	endati ned	ons but
ART E		Moves stud into 2024/2	ent 25	Stu regis	ident can ster online
Proceed and transfer programme	Contact ART E	RSA before pr for internation	rocess al PG	sing Rs	MAIN SUPP
Use for PGRs who: Have not complete Will proceed to a di This should not be a Doctoral to Masters	d their p ifferent used for s – cont	primary rese programme PGRs down act RSA	earch e in 2 ngrac	024/2 ling fr	!5 om
ART L		Moves stud into 2024//	ent 25	Stu regis	ident can ster online
Extend minimum per of registration	iod		M	AIN	SUPP
 Use for PGRs who: Will reach the end on by 30 September 20 	f their n 24	ninimum pe	riod	of reg	gistration

- Have not completed their primary research
- Will not reach the end of their maximum period of registration by 30 September 2024
- Will continue on same programme in 2024/25

ART A	Moves student into 2024/25	Stu regis	dent can ster online
Proceed		IAIN	SUPP
Use for PGRs who:			
 Have no re-sits to take 			
The second second second devices of			

- Have not completed their primary research
- Will not reach the end of their minimum period of registration by 30 September 2024
- Will continue on the same programme in 2024/25

ART H	Moves stude into 2024/2	ent 5	Stu regis	dent can ter onlin
roceed to thesis		M	AIN	SUPF
waited status				
se for PGRs who:				
Will reach the end of their mi	nimum perio	od of	[:] regist	tration
by 30 September 2024				
Will not reach the end of thei	r maximum	perio	od of	

- Will not reach the end of their maximum period of registration by 30 September 2024
- Will continue on same programme in 2024/25

ART T	Moves student into 2024/25	Student can register online

MAIN

SUPP

Proceed to thesis awaited with outstanding module requirements

Use for PGRs who:

U

- Have outstanding re-sits to be completed in the next
 academic year
- Have completed their primary research
- Will reach the end of their minimum period of registration by 30 September 2024
- Will continue on the same programme in 2024/25

ART D	Moves student into 2024/25	Student can register online
Proceed with outstanding requirements	M	AIN SUPP
 Use for PGRs who: Have outstanding re-sits to bacademic year Have not completed their pr Will not reach the end of the registration by 30 Septembe Will continue on the same pr 	e completed in t imary research ir minimum peri r 2024 rogramme in 202	the next iod of 24/25
ART J	Moves student Student into 2024/25 register o	
Proceed to external resit status	M	AIN SUPP
Only use for PGRs who: Are registered on a PhD with Integ failed to pass all the taught modul sits in the new academic year	grated Study who es and are requi	ere they have red to take re
ART X	Moves student into 2024/25	Student can register online
Proceed in same registration status	M	AIN SUPP
Use for PGRs who: • Are in thesis awaited status, h	nave not yet sub	mitted and th

September 2024

<u>OR</u>

• Have submitted their thesis

<u>OR</u>

 Are continuing on leave of absence into the 2024/25 academic year, i.e. end of leave of absence is after 30 September 2024



- 1. Make sure you are working in the correct academic year and assessment period.
- 2. Make sure that all modules have both marks and recommendations. Click M Button in ES03 to check.
- 3. If you are not sure which ART to use, refer to Appendix A Progress decision descriptors and check with your Research Student Administration contact before releasing the progress decision in BIRMS.
- 4. If an ART is not releasing when you expect it to:
 - a) Press the [**Display Errors**] button for more details. If you are unable to resolve the error, contact Research Student Administration and provide details of the error message and student ID;
 - b) Press the [**M**] button to check whether all the marks and recommendations are recorded as you expect them to be;
 - c) Check the minimum and maximum registration dates to ensure the ART you are trying to release is appropriate and refer to Appendix A Progress decision descriptors

Additional resources are available on the End of Session web pages