



**Prifysgol Cymru
University of Wales**

**Instructions for Student Registration
and Examination Transfers**

2015/16

Pre-Registration Process

Postgraduate Programmes of Study

Matriculation

Before registering on a postgraduate scheme of study, candidates must apply for **matriculation** with the University of Wales. Matriculation enables the University to verify a candidate's suitability for study at postgraduate level against the following criteria:

1. Qualification .i.e. possession of a recognised initial degree.
For information on what the University considers to be a recognised degree see:
[Academic Protocol 4: Approval for Admission of Persons to Candidatures for Higher Degrees, Diplomas and Certificates of the University](#)
2. Substantial relevant and responsible experience.
For more information on relevant and responsible experience see:
[Protocol for the Matriculation of Candidates for University of Wales Higher Degrees on the Basis of Relevant Experience](#)

1. A [matriculation form](#) must be completed and submitted to the Registry. An authenticated copy of the initial degree certificate and transcript must be attached. Where a candidate's certificate and transcript are in a language other than English, an authenticated translation must be provided by an official translator.
2. The University will review the documentation of each student and liaise with the Collaborative Centre if further information is required. If the University is satisfied that the candidate meets the entry criteria they will be allocated a University Student Number (USN).
3. The University will issue a matriculation letter to Collaborative Centres for each candidate that successfully matriculates. The letter will specify the candidates' USN which must remain with the candidate for the duration of their studies.

Please note that a matriculation letter does not confirm that the candidate is registered with the University of Wales.

Undergraduate Programmes of Study

Direct Entry

Candidates accessing the 1st year of entry and without credit exemption should meet the minimum entry requirements outlined by the agreement document with the Collaborative Centre. If the collaborative centre requires clarification on qualification or language equivalencies, they should contact [Registrations](#) prior to submitting the student's application.

Credit Transfer Entry

Candidates may apply for exemption from certain modules of the University of Wales scheme in line with the University's [Credit Accumulation and Transfer Scheme](#). To be eligible for entry with credit transfer the candidate must meet the minimum entry requirements of the programme, and satisfy both the Collaborative Centre and University of Wales appointed Moderator that they have undertaken prior units of study that compare in level, content and standard to the modules from which they seek exemption. Please note that where credit transfer is approved, a *pro-rata* reduction to the overall time-limit will be applied to the individual student.

2. Undergraduate Applications

Before being registered onto an undergraduate scheme of study, the Collaborative Centre must submit an [Undergraduate Programme Application](#) Form to the University of Wales. The application form enables the University to verify that the candidate has met the University of Wales entry requirements as outlined by the agreement document with the Collaborative Centre.

An undergraduate application form must be completed for each candidate and returned to the Registry to be processed. Where applicable, evidence of the prior qualification including certificate and transcript must be attached. Where a candidate's certificate and transcript are in a language other than English, an authenticated translation must be provided by an official translator.

3. Credit Transfer

A [Credit Transfer Claim form](#) must be completed for each candidate seeking exemption and transcripts of the prior study must be attached. These documents must be submitted to Registrations at least ten weeks before the start of the scheme. They will be assessed by the scheme Moderator. The Collaborative Centre will be issued with a credit acceptance letter for candidates successful in their application. The letter will specify a USN which must remain with the student for the duration of their studies.

Please note that a credit transfer acceptance letter does not confirm that the candidate is registered with the University of Wales.

Registrations

All registration transfers are processed centrally by the University's Registrations team. A registration transfer in excel format should be submitted directly to [Registrations](#) in the format detailed on pages 6-9 of this document.

New students:

For students commencing their first year of study on a University of Wales validated programme, a registration transfer should be submitted ideally ten weeks before the start of study. This provides the University with time to review and request any documentation required to access the programme. Collaborative Centres should arrange for matriculation, undergraduate and credit transfer applications and all relevant supporting documents for every candidate wishing to register to be sent to the University at the same time. If you choose to send this information by post, please include a copy of the Registration Transfer in the correspondence, in addition to emailing the Registration Transfer.

Supporting documents should include: certified copies of relevant degree/award certificates and transcripts, appropriate evidence that the [English language requirements](#) have been satisfied, and evidence that the Home Office requirements have been met for those candidates pursuing study in the UK (see [UK Visas and Immigration](#) for further information).

Progressing students:

For students progressing on a University of Wales validated programme, a registration transfer should be submitted ideally two weeks before the start of term. Students studying on postgraduate and undergraduate programmes should be registered annually, including students at Part 2 of postgraduate programmes. A registration transfer for all active students should be submitted at the start of each academic year (or intake if applicable) as this refreshes the students' access to the online resources provided by the University.

When a Registration Transfer has been successfully uploaded and processed, you will receive an Excel spreadsheet that contains each student's University Student Number (USN). The correct USN must be included in all correspondence (including Registration and Examination Transfers) sent to the University.

Withdrawals:

The University must be notified of any student withdrawals as soon as the withdrawal has been confirmed between the student and the Collaborative Centre. Refunds will only be issued for students who have withdrawn within six weeks of their start date. If the student has completed any credits which they want to be ratified by the University of Wales and to appear on an Academic Transcript, these must be presented to a University of Wales Examining Board and signed off on an Outcomes & Recommendation Form before being withdrawn.

Examination Transfers

Before every examining board, collaborative centres should upload an examination transfer via the University of Wales website so that the academic officers can create the Outcomes & Recommendation Form (ORF). The ORF is signed by the Internal Examiners, External Examiners and Chairs during examining boards to record students' provisional results which are then put forward to the University of Wales Overarching Exam Board for final ratification.

The students who should be included on the Examination Transfers are:

- Students who are graduating with final awards (undergraduate programmes)
- Students completing Part 1 (postgraduate programmes)
- Students who should be graduating but need to resit some element(s)/ module(s)
- Students who are leaving the programme with an exit award
- Students withdrawing from the programme and eligible for an academic transcript to recognise any completed credits (but not enough credits to warrant an exit award)
- Students withdrawing from the programme with no credits completed

The Examination Transfer should be uploaded two weeks before the scheduled Examining Board.

For instructions on how to prepare your Examination and/or Registration Transfers please refer to pages 6-9 of this document.

How to upload Examination Transfers:

To upload an Examination Transfer you will need to login to your [MyWALES](#) account.

1. Click on the *myWales* tab
2. Click 'Admin' from the menu
3. Click 'Examination Transfers' from the menu and complete the submission form

N.B. Your login details will be issued once you become a member of the University of Wales Global Campus. If you or a member of staff at your institution require access to the Global Campus web service please contact [Global Campus Support](#).

How to prepare your Registration or Examination Transfers

Registration Transfer: -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	TYPE	ID	USN	ISI	SURNAME	FORENAME	DOB	G	TITLE	SCHEME	Y	L	START	M	S	D	QoE	CToE	EMAIL
2	REG	9034	1590341234567	A001	Smith	John	07/07/1993	M	MR	AB-MBA	1	7	01/10/2015	F	NCT	N	39	Y	john.smith@centre.com
3	REG	9034	1590341234572	A002	Wilson	Sarah	20/02/1996	F	MISS	AB-MBA	1	7	01/10/2015	F	N	N	39	N	sarah.wilson@centre.com
4	REG	9034	1590341234577	A003	James	Louise	08/06/1997	F	MRS	AB-MBA	1	7	01/10/2015	F	N	N	39	N	louise.james@centre.com

Examination Transfer: -

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	TYPE	ID	USN	ISI	SURNAME	FORENAME	DOB	G	TITLE	SCHEME	Y	L	START	M	S	D	QoE	CToE	EMAIL
2	EXA	9034	1590341234567	A001	Smith	John	07/07/1993	M	MR	AB-MBA	1	7	01/10/2015	F	NCT	N	39	Y	john.smith@centre.com
3	EXA	9034	1590341234572	A002	Wilson	Sarah	20/02/1996	F	MISS	AB-MBA	1	7	01/10/2015	F	N	N	39	N	sarah.wilson@centre.com
4	EXA	9034	1590341234577	A003	James	Louise	08/06/1997	F	MRS	AB-MBA	1	7	01/10/2015	F	N	N	39	N	louise.james@centre.com

Column A: Record Type (TYPE)

It will always be REG for a Registration Transfer or EXA for an Examination Transfer. Please make sure there are no blank spaces at the end of the code.

Column B: Institution Identifier (ID)

We provide this when your scheme is validated. Please contact [Registrations](#) if you are unsure of your Institution Identifier.

Column C: University Student Number (USN)

You must always enter the student's university student number (USN) if we have provided one previously. If the student has previously taken a scheme with your Institution, please use the USN given to them.

Column D: Institution Student Identifier (ISI)

If you allocate students with a student number in your Collaborative Centre, please enter this local student number in column D. If you do not issue students with local student numbers, you may leave this column blank.

Column E: Family Name

Please enter the student's family/surname. Students whose family name commonly appears first should have their entire name in this field to appear as they would like it to appear on their certificate. This column cannot be left blank.

Column F: Forename

The student's first name(s) must be entered here unless their entire name appears in the Family name field.

Column G: Date of Birth (DOB)

Please enter the date of birth as DD/MM/YYYY (date/month/year).

Column H: Gender (G)

Please enter either M (Male) or F (Female).

Column I: Title

Please enter students' titles (e.g. Mr, Ms, Miss, Dr etc).

Column J: Scheme code

We provide this when your scheme is validated. If you are unsure of a scheme code, please contact [Registrations](#)

Column K: Year of Study (Y)

Please enter the student's current year of study.

Column L: Level (L)

Please select the correct level from the following options:

Level:	Description:
3	Foundation Certificate
4	Certificate Higher Education (year one of undergraduate degree)
5	Diploma Higher Education/Foundation Degree
6	Bachelor's Degree (final year of undergraduate degree)
7	Master's Degree
8	Doctoral Level

Column M: Start Date

Please enter the date that the student commenced the validated scheme. If the student is being re-registered as a progressing student, please still enter the date that the student started their scheme in their first year of study with your Collaborative Centre.

Column N: Mode of Study (M)

Please enter either F for full time or P for part time.

Column O: Status (S)

Please enter the correct status from the following options:

Status:	Description:
D	Students that are deferring
N	New students starting this year
NCT	Students that are newly registering onto the scheme with credit transfer
P	Students that are progressing onto the next year or level
R1	Students that are repeating a year of study and will be undertaking more than 30 % of modules within the year of study
R2	Students are repeating a year of study and will be undertaking less than 30 % of modules within the year of study
W	Withdrawn students

Column P: Disability (D)

Please indicate the student's disability using the following codes:

Code:	Description:
H	Deaf/Partial hearing
L	Learning disability
M	Mobility/Wheelchair
MH	Mental Health
MD	Multiple Disability
N	No disability
O	Other disability
S	Blind/Partial sight
U	Not Known

Column Q: Qualifications on Entry (QoE)

Please complete this field for all students using one of the codes given below:

Code:	Description:
01	Higher degree of UK institution
02	Postgraduate diploma or certificate (excluding Postgraduate Certificate in Education (PGCE))
03	Postgraduate Certificate in Education (PGCE)
05	Postgraduate equivalent qualification not elsewhere specified
11	First degree of United Kingdom institution
12	Graduate of European Union institution
13	Graduate of other overseas institution
22	Other credits from UK Higher Education institution
29	Other schemes at Higher Education level
30	Other Higher Education qualification of less than degree standard
31	Foundation Degree (includes an element of work experience/placement)
39	'A' level or equivalent qualification
43	Foundation scheme at Further Education level
56	Other non-advanced qualification
92	Accreditation of Prior (Experiential) Learning (APELIAPL)
97	Other non-UK qualification, level not known
98	Student has no formal qualification
99	Not known

Code 99 'Not known' should not be used as a standard default. Should a student have more than one of the qualifications listed, it is for the Collaborative Centre to decide which is the 'highest'. In cases where it is unclear which qualification is the 'highest', enter the code which is closest to '01'.

Column R: Credit Transfer on Entry (CToE)

Please complete this field to indicate whether the student has any credits from previous study which has already been accepted by the University for Credit Transfer.

Code:	Description:
Y	Yes
N	No

Column S: Email

A valid, unique email address must be entered for every student. The 'Welcome Email' confirming students' registration with the University of Wales is sent to this email address, and will also be required for login to the University's Online Library.