

Dealing with Breaches of Regulations

Entering marks into SAINT once the outcome of investigation is known

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.bradford.ac.uk/admin/SAINT/traindocs.php>

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1. Entering marks into SAINT following the outcome of an investigation into breach of regulations

At this time it is not possible in SAINT to process students for Progression and Award purposes, who have been found guilty of regulatory breaches and who are subject to module or component penalties. Progression and Award processing for these students will need to be done manually outside of SAINT.

This document contains instruction on how SAINT can be used to flag records for Examination Boards.

Details of the University's policies with regards to breaches of regulations can be found on the ASSU website at: <http://www.brad.ac.uk/admin/acsec/BreachesAppealsComplaints/>

When the result of an investigation is received, enter the mark using option 3 on SAS (for a first attempt mark) or option 2 on RAS (for a supplementary mark) as appropriate [figure 1a].

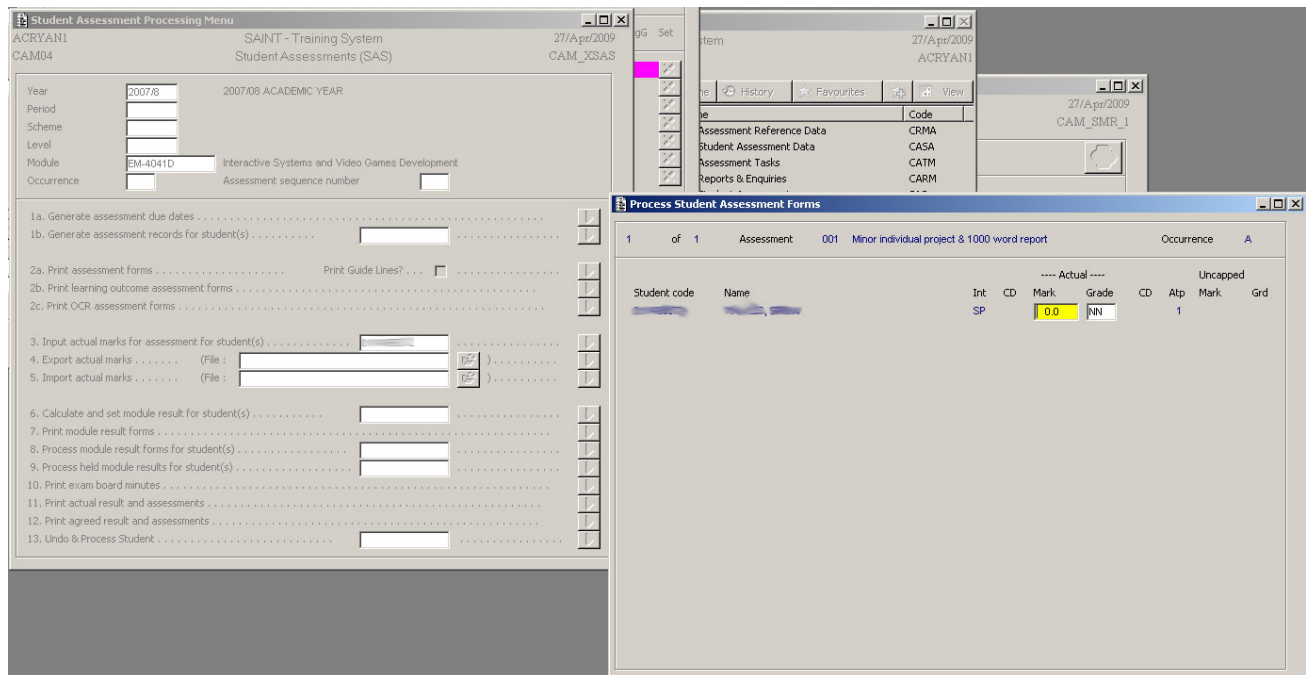


Figure 1a – Entering a mark via SAS option 3

Agree the mark using option 8 on SAS or option 6 on RAS. Enter BREACH into the 'Notes Type' box, and any appropriate notes into the 'Minutes' field below [figure 1b].

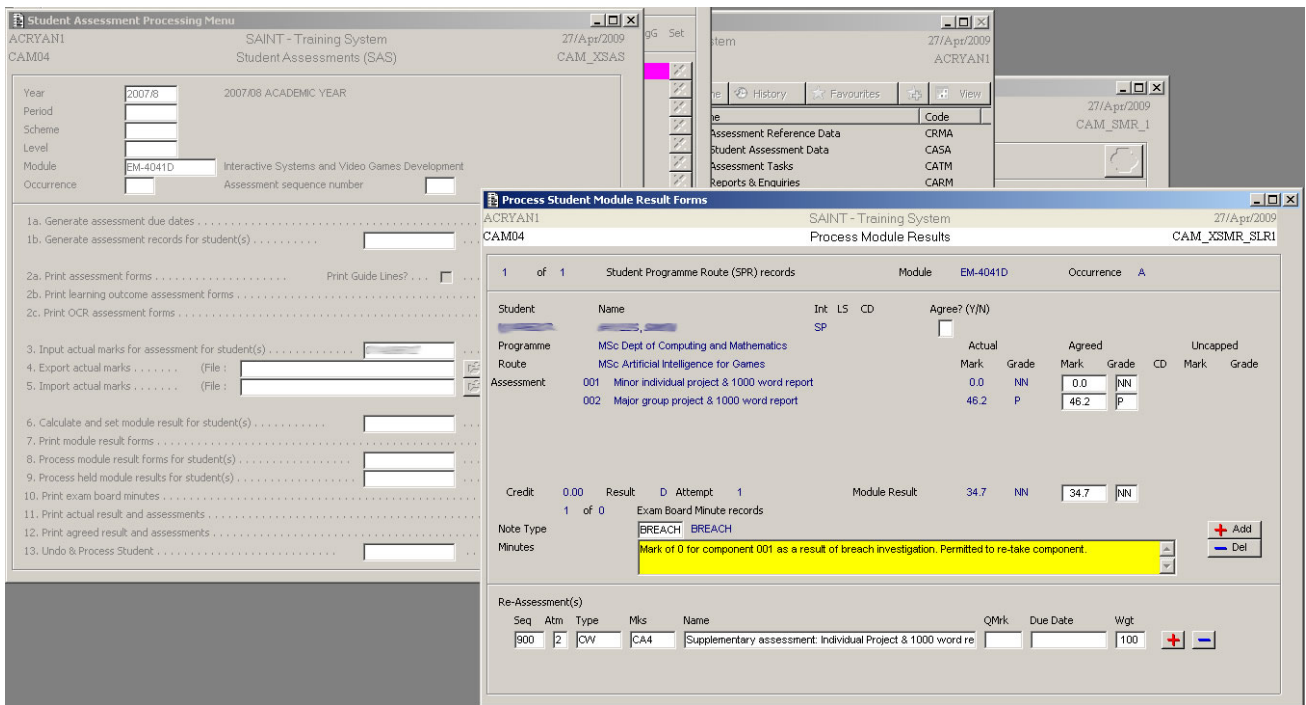


Figure 1b – Agreeing a mark using SAS option 8 and using the Note Type/Minutes boxes

Doing this automatically enters a 'B' (for breach) into the Mitigating Circumstances/Breach field on the student's latest SPI record so that breaches can be identified at the Board of Examiners [figure 1c].

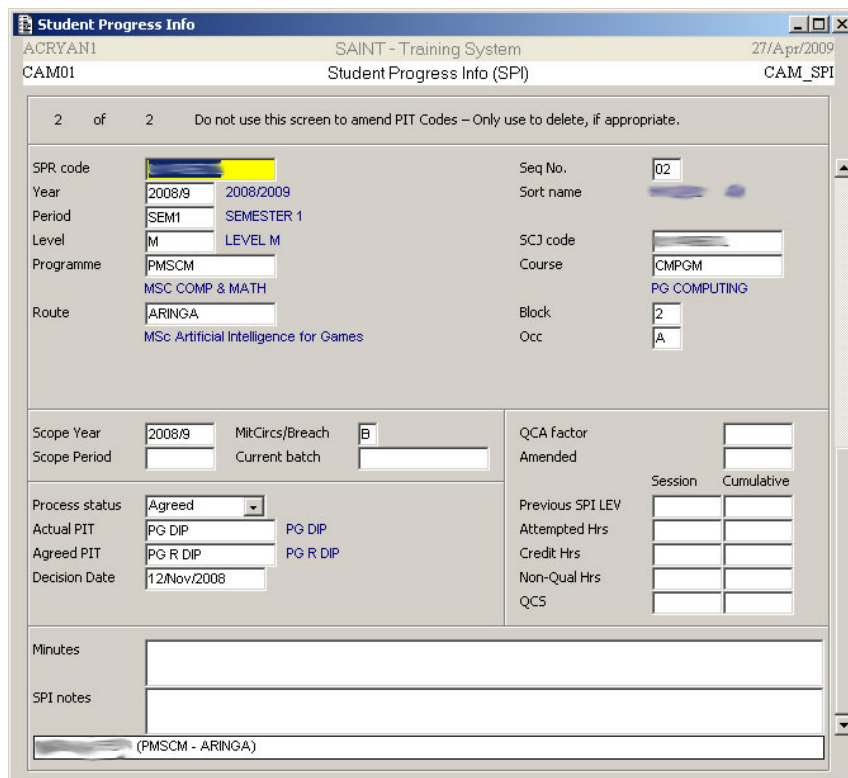


Figure 1c – SPI record showing indicating a breach of regulations

2. Finding details of students and breaches for Boards of Examiners

To find details of all students with breaches (and details of the breach), retrieve the relevant students using the SPI screen – you can search using whatever criteria is appropriate to your Boards, but ensure you enter a 'B' into the Mit Circs/Breach box [figure 2a]. Enter your criteria and retrieve (F5).

1 of 0 Do not use this screen to amend PIT Codes – Only use to delete, if appropriate.

SPR code Seq No.

Year Sort name

Period

Level

Programme SCJ code

Course

Route

Block

Occ

Scope Year MitCircs/Breach QCA Factor

Scope Period Current batch Amended

Process status

Actual PIT

Agreed PIT

Decision Date

Previous SPI LEV

Attempted Hrs

Credit Hrs

Non-Qual Hrs

QCS

Minutes

SPI notes

Figure 2a – Searching for students with breaches on SPI

Once the records are retrieved, you can print a list of students, the modules affected and details of the breach.

Go to All → Gen + Print Letters [figure 2b].

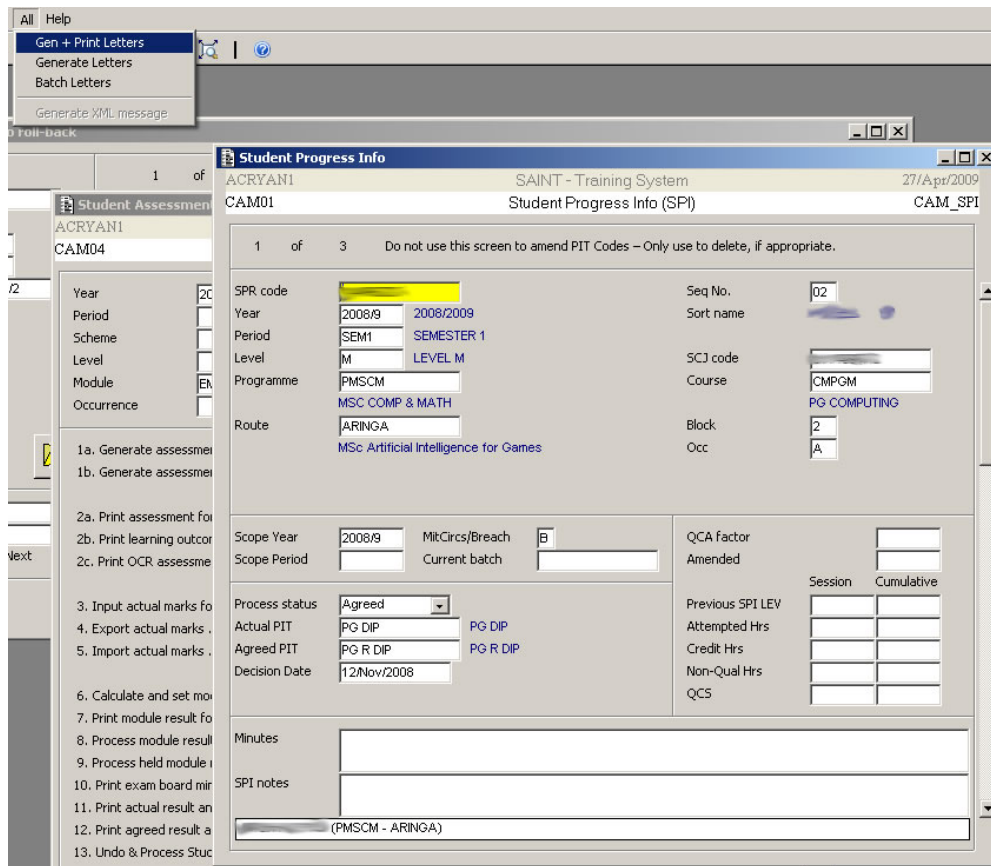


Figure 2b – Printing a list of students with breaches

In the standard letter selection screen, enter the letter code 'BREACHES' and preview or print as required [figure 2c].

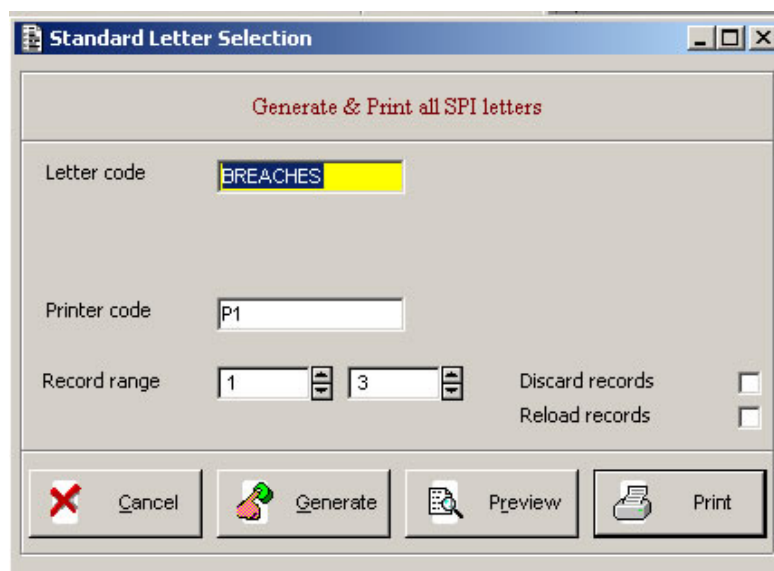


Figure 2c – Enter BREACHES into the standard letter selection screen

The report produced shows student UB number and name, module and any notes entered [figure 2d].

[REDACTED] /2. [REDACTED] CM-1020D component 001 - breach of regs: penalty XYZ

[REDACTED] /2. [REDACTED] EM-4041D Mark of 0 for component 001 as a result of breach investigation. Permitted to re-take component.

Figure 2d – Report showing students and breaches