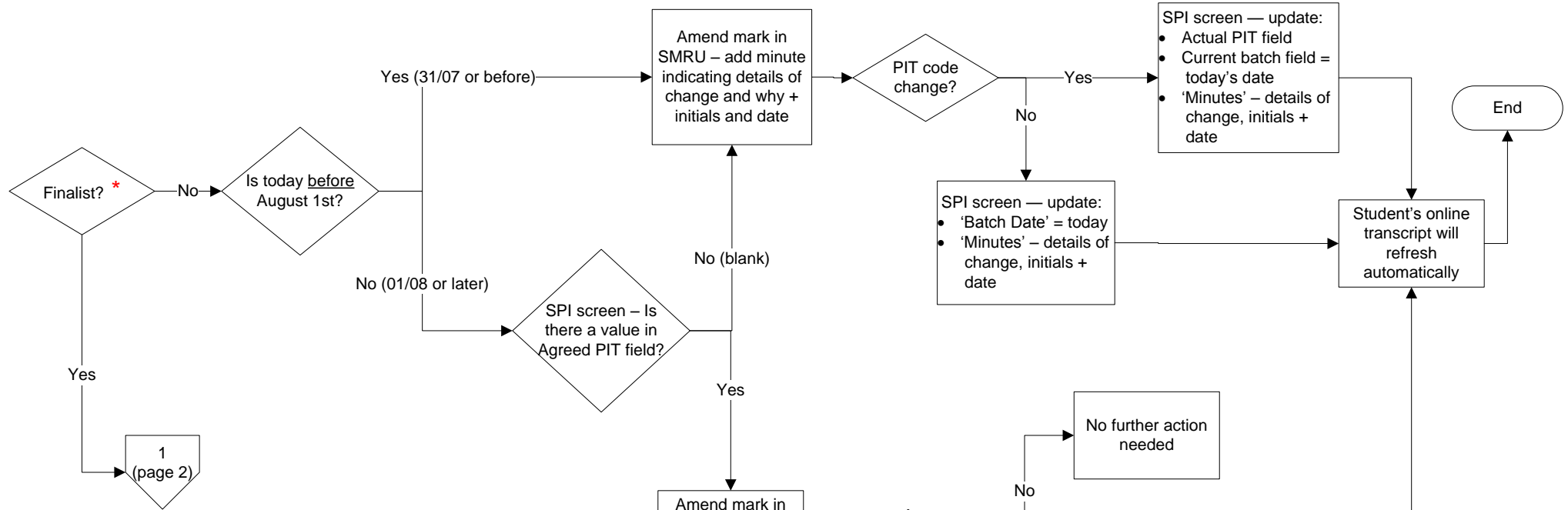


College



\* For the purposes of this process map:

- A **finalist** is defined as a student at the point of completion and who is receiving an award.
- A **final year student** who is not being awarded (e.g. has referred/deferred/outstanding assessments or who failed) is **not** considered a finalist.

Registry Student Records

**Do not ask the student to return any documents — the Student Records team will ask the student to do so as needed**

Registry email address = [regadmin@ex.ac.uk](mailto:regadmin@ex.ac.uk)

**Note:** This is an **exception** to the standard process — unless instructed, **never** alter the Actual PIT code if there is a value in the Agreed PIT field

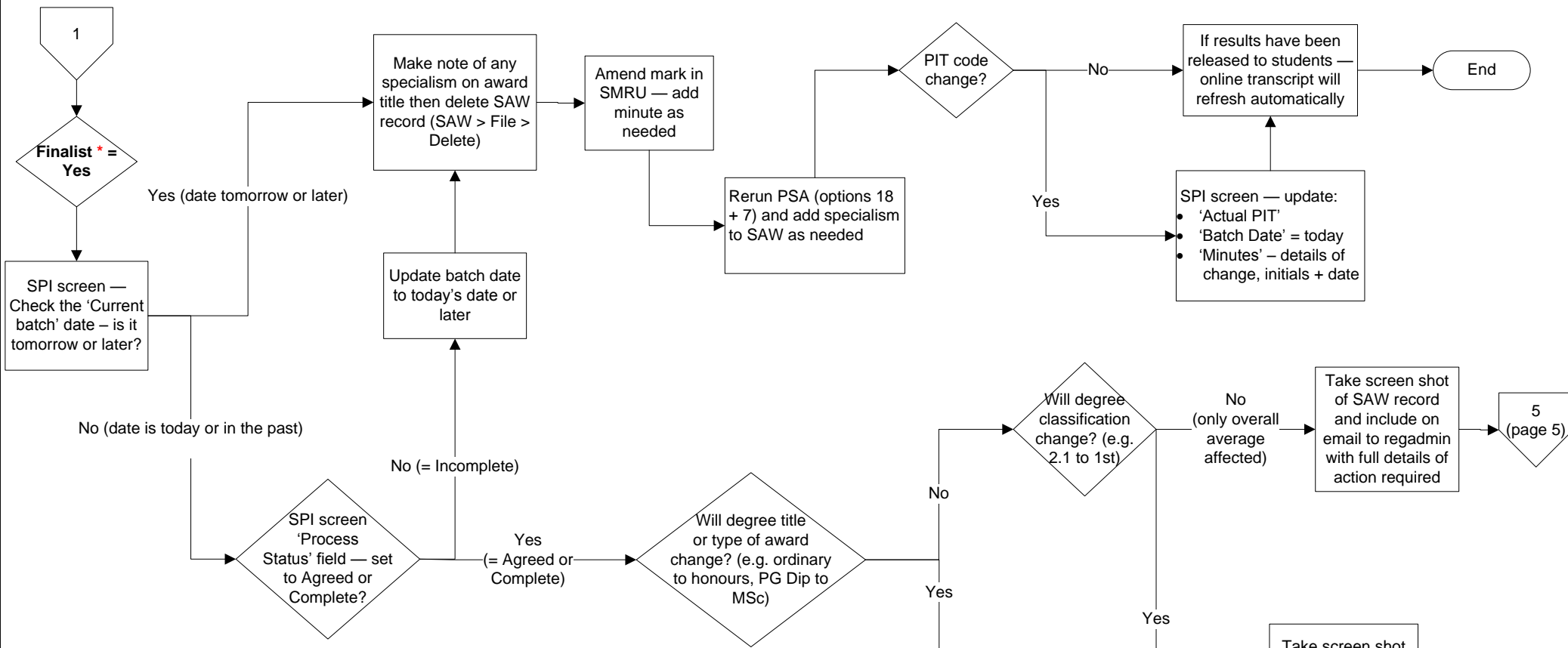
**\*\*\* Or provide these details:**

- Student name
- SPR number
- Academic year (SPI record)
- Previous value in Actual PIT field
- New value in Actual PIT field
- Reason for / description of change needed

Agree new PIT code and amend student's current/previous SCE records as needed

End

College



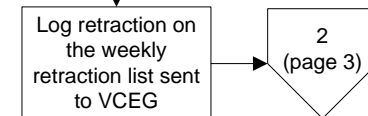
\* For the purposes of this process map:

- A **finalist** is defined as a student at the point of completion and who is receiving an award.
- A **final year student** who is not being awarded (e.g. has ref/def/outstanding assessments or who failed) is **not** considered a finalist.

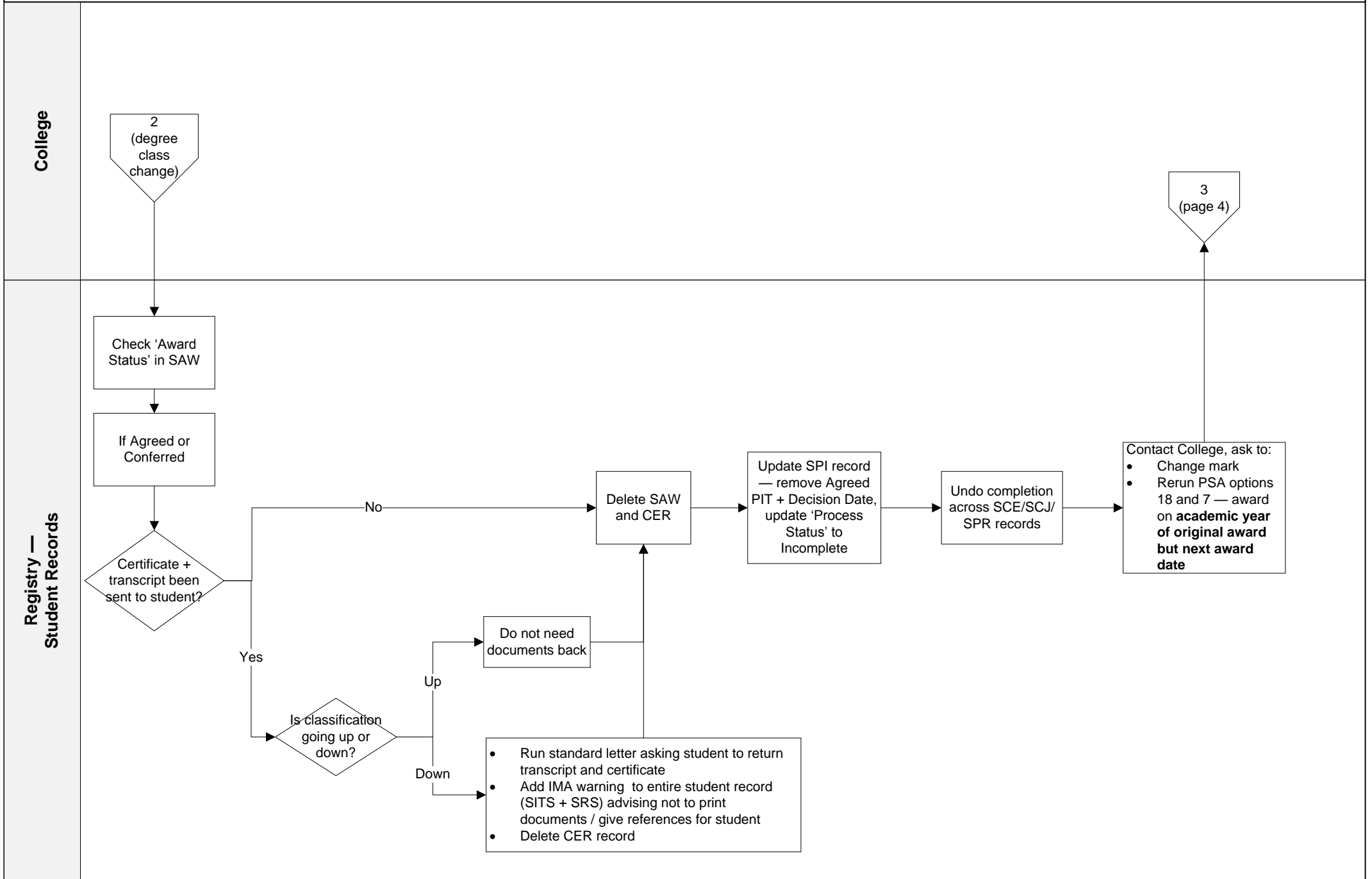
If urgent, follow up with phone call

Registry Student Records

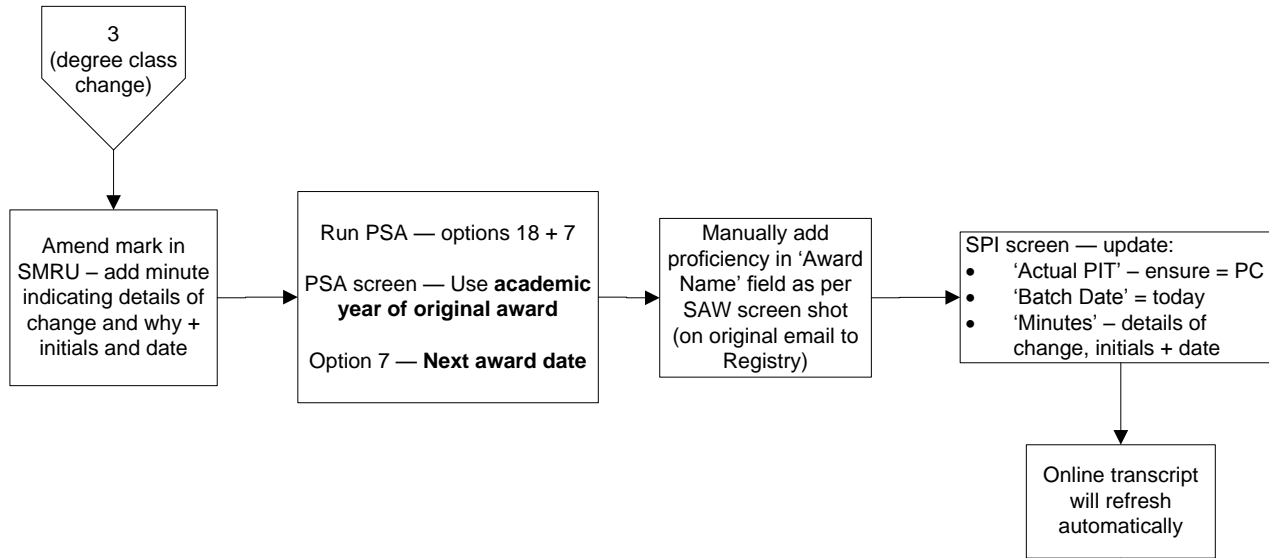
Registry email = regadmin@ex.ac.uk



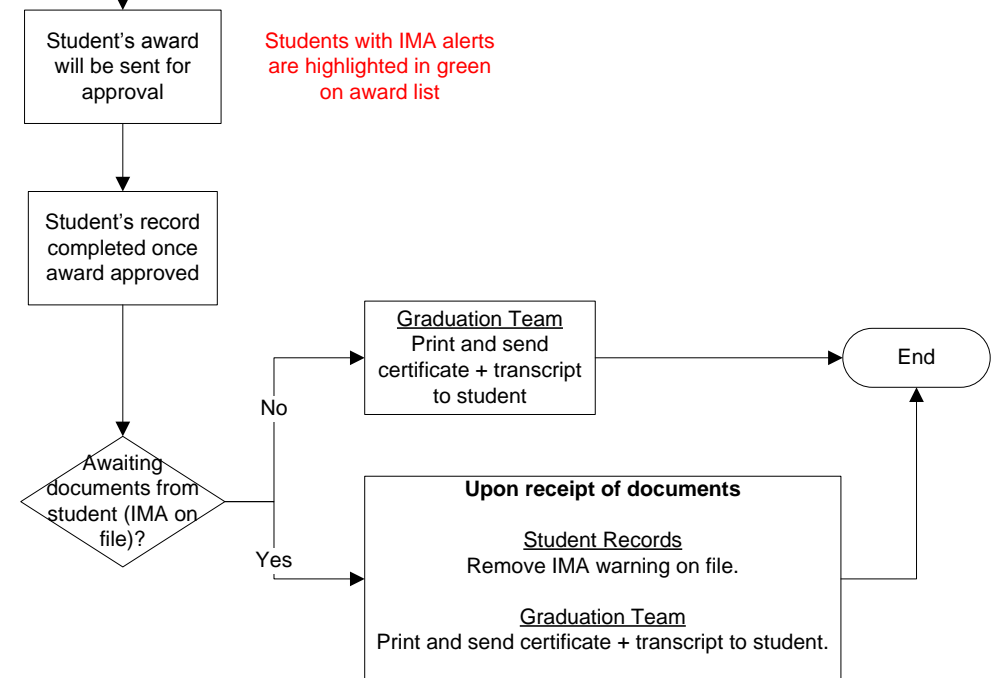
Progression / Awarding processes



College



Registry — Student Records

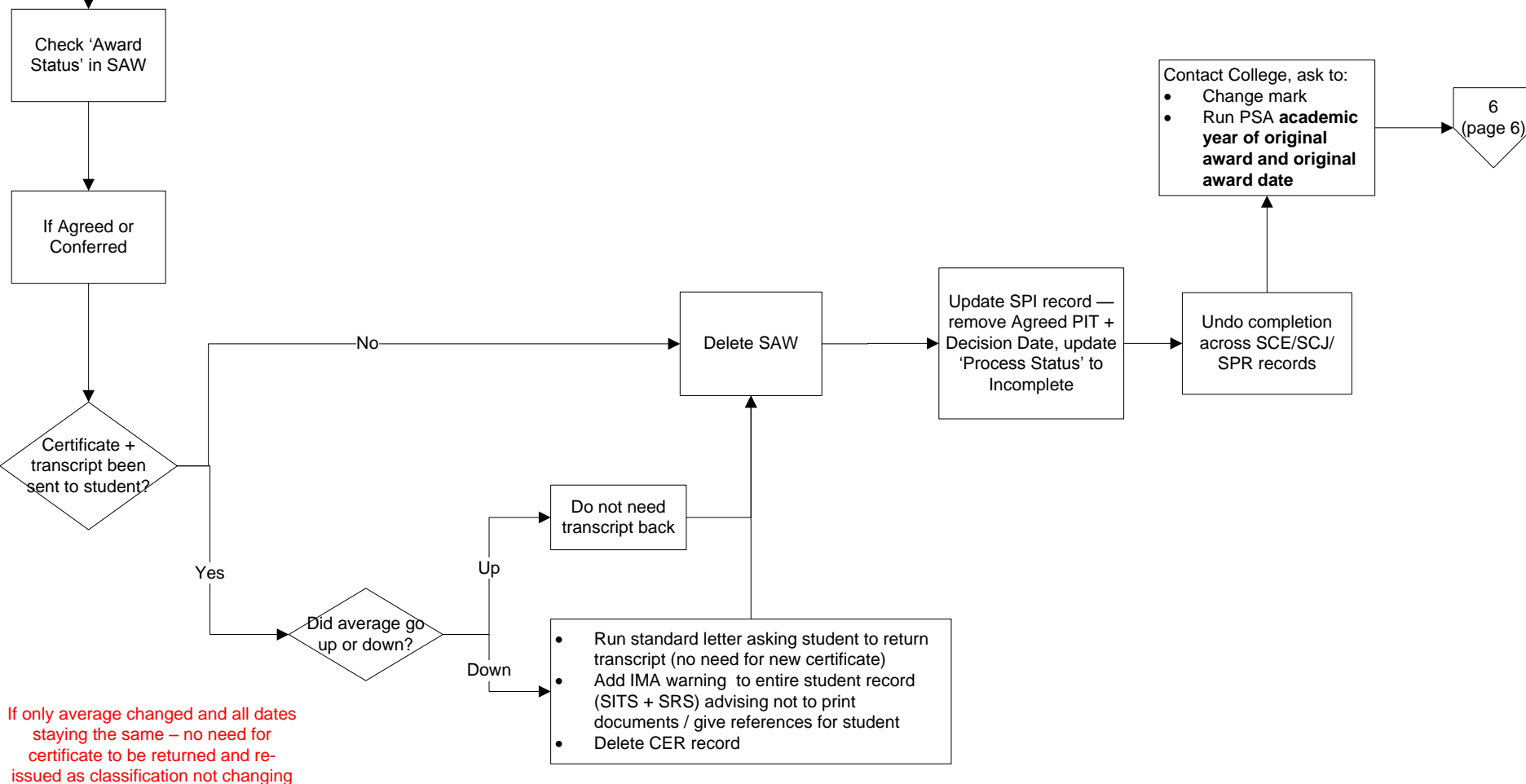


# Progression / Awarding processes

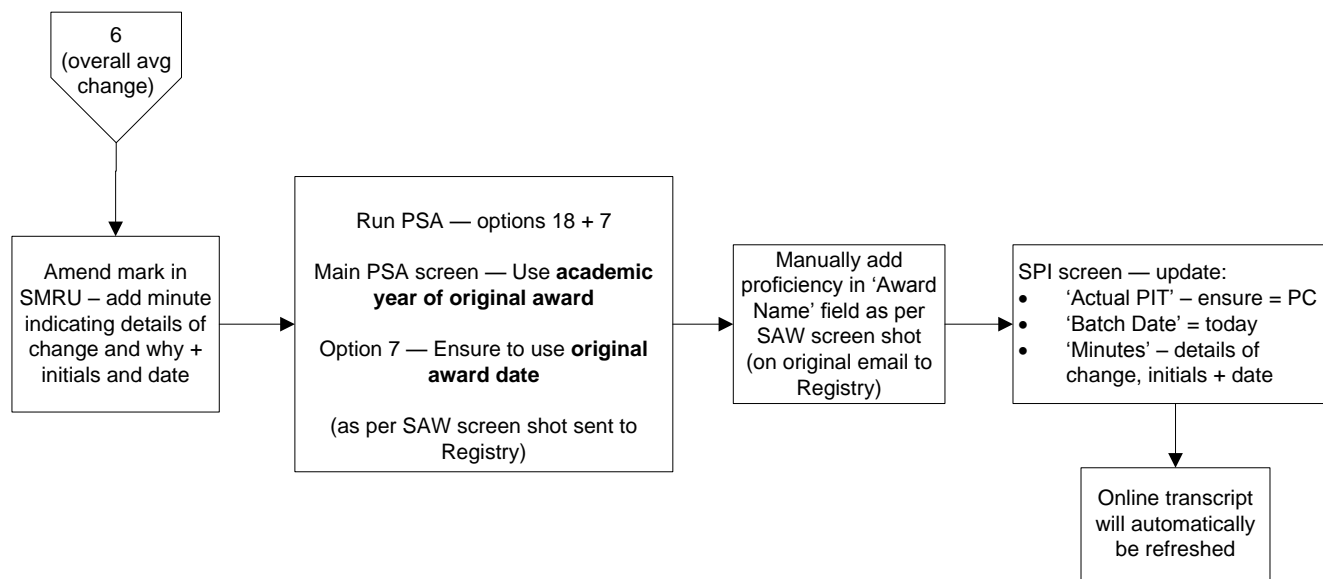
College

5  
(overall avg change)

Registry —  
Student Records



College



Registry —  
Student Records

