PROGRESSION (PIT) CODES — COMPLETE GUIDANCE

CONTENTS

WHAT ARE PROGRESSION (PIT) CODES?

A PIT code indicates what the student's progression/completion decision is, as agreed by the progression APAC, and is entered into the APAC Decision field in the current academic year record in the SPI screen.

Based on the PIT code entered by the Faculty, the Student Records team progresses the student's record accordingly. The PIT code will determine the next mode of attendance, stage of study and funding eligibility. Codes do not change after the progression APAC unless in the case of an appeal.

It is important that the correct codes are used. Guidance notes on the definition of each code is found below. If you are unsure of which code is appropriate please contact the Student Records team: sr-admin@exeter.ac.uk

WHAT DOES THIS MEAN FOR THE STUDENT?

A PIT code placed against a current year SPI record in combination with the A flag in the Int Transcript field in SPR will trigger results emails to be sent which display a progression message to the student when they view their interim transcript via the Student Record System (SRS).

See the Module Results Online page for the progression message wording attached to each code: http://as.exeter.ac.uk/it/systems/sits/howdoi/moduleresultson-line/

If a current year SPI record does not have a PIT code against it (and there is an A in the Int Transcript field in SPR), the student will see a message instructing him/her to contact their Faculty for details.

PIT codes also appear on interim transcripts and translate into progression decisions that appear on the final degree transcript, for each academic year.

LIST OF PROGRESSION (PIT) CODES BY PROGRESSION CATEGORY

PIT Codes for hub use - NOT FOR THOSE IMPACTED BY INDUSTRIAL ACTION:
NOTE: The 'DEF' and 'REF' PIT codes highlighted in yellow below will create a REASS SPI if placed against the main SPI record.

CATEGORY	PIT CODE	NAME	DEFINITION	Next mode of attendance	Next enrolment status
Completion	PC	Progress complete	Study completed (with or without award). Should also be used if students have completed all taught elements of the full programme but can only be awarded a lower award due to failure.	n/a	n/a
Will progress into next stage / level of study.	PP	Progress pass	Student has passed all modules and can progress onto next stage of study. In July, this should also be used for 12-month PGT students that are due to complete in September of the upcoming academic year. These students will be progressed with an enrolment status of RCA (pending outcome).	No change	RCE
	PPC	Progress passed conditional	Student has outstanding marks (such as year abroad) but has been conditionally allowed to progress. When marks are returned and show a failure their progression will change to reflect the new outcome. Once a final decision has been taken on the student's progression — if it is:	No change	RCE

		• Pre-Progression (within same academic year) — update APAC Decision and Batch Date fields in SPI screen so that the student is progressed accordingly. • Post-Progression (in the next academic year) — if the student can no longer progress, do not alter the PIT code and email sr-admin@exeter.ac.uk with the details.		
PD	Progress, with deferred assessment(s)	Student will progress into the next stage of study and will take deferred re-assessments alongside their next year modules (max 30 credits can be deferred into the next year).	No change	RCE
PR	Progress, with referred assessment(s)	Student will progress into the next stage of study and will take referred (or mis of referred and deferred) re-assessments alongside their next year modules (max 30 credits can be referred into the next year).	No change	RCE
PT	Progress trail	Students can progress and trail up to 30 credits of the previous stage into the next stage.	No change	RCE
PPO	Progress to Ordinary Award	Student can progress into next stage of study but cannot get an honours degree due to failed modules.	No change	RCE
PAE	Aegrotat pass	Student can progress even if they have not passed/completed all required modules due to exceptional circumstances and noted in the TQA.	No change	RCE
COP	Compulsory change of programme and progress	Student is required to change programme, but will move into the next stage of study In order for Student Records to process this, include ALL of the following details in the Minutes field in the current SPI record: reason for transfer, programme name + code transferring to, year/stage transferring to, and your initials and the date.	No change	RCE

	COP-REP	Compulsory change of programme and repeat stage	Student is required to change programme, **AND** will repeat a stage of study. In order for Student Records to process this, include ALL of the following details in the Minutes field in the current SPI record: reason for transfer, programme name + code transferring to, year/stage transferring to, and your initials and the date.	No change	RCE
Will not progress into next stage / level of study	COP-FIN	Change of programme for awarding (finalist only)	Student is required to change programme in order to get awarded - often used in instances where final non-condonable modules have been failed. Add detailed notes in Minutes field in SPI screen, including reason for transfer, name + code of programme transferring to, and year/stage being transferred to.	N/A	N/A
	DEF	**Deferred without attendance — no progress**	**Student will not progress, they will take re-assessments only in the relevant assessment periods. This is a full year status so students are expected to take re-assessments at the end of the academic year / year of study**	RWA	RHL_R
	DEF1	Deferred term 1 only with attendance — no progress	Students will not progress - they will attend teaching in term 1 ONLY and take re-assessments in the relevant period. Modules are not capped as they are deferred. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	RSA	RCE term 1 / RHL_N term 2+3
	DEF2	Deferred term 2 only with attendance — no progress	Students will not progress - they will attend teaching in term 2 ONLY and take re-assessments in the relevant period. Modules are not capped as they are deferred. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	RSA	RHL_N term 1 / RCE term 2+3
	DEF1+2	Deferred terms 1 & 2 with attendance — no progress	Students will not progress - they will attend teaching in term 1 AND 2 and take re-assessments in the relevant period. Modules are not capped as they are deferred. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	RSA	RCE
	DEF1+3	Deferred terms 1 & 3 with attendance — no progress	Students will not progress - they will attend teaching in term 1 AND 3 and take re-assessments in the relevant period. Modules are not capped as they are deferred. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	RSA	RCE

HOLD	Progression on hold	Used when students are under academic misconduct or progression cannot be determined by APAC until marks are received. Student will not progress into the next stage. This should be a temporary code, and a minute should be added to the SPI screen to explain the delay.	No change	RHL_C
INT	Interruption of studies — no progress	Students have interrupted and as such there is nothing to progress from	F* or P*	RCE
<mark>REF</mark>	NON REASS SPI - Taking referred assessments REASS SPI – Resit without attendance - no progress	<mark>Student will not progress, they will take re-assessments only in the relevant assessment periods. This is a full year status so students are expected to take re-assessments at the end of the academic year / year of study</mark>. To be used when students will sit referred assessments, or a mix of referred and deferred assessments.	RWA	RHL_R
REF1	NON REASS SPI - Taking referred assessments Term 1 only REASS SPI – Resit without attendance, term 1 - no progress	Students will not progress - they will attend teaching in term 1 ONLY and take re-assessments in the relevant period. Modules will be capped as 2nd attempt. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	RSA	RCE term 1 / RHL_N term 2+3
REF2	NON REASS SPI - Taking referred assessments Term 2 only REASS SPI – Resit without attendance, term 2 - no progress	Students will not progress - they will attend teaching in term 2 ONLY and take re-assessments in the relevant period. Modules will be capped as 2nd attempt. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	RSA	RHL_N term 1 / RCE term 2+3
REF1+2	NON REASS SPI - Taking referred assessments Term 1 & 2 only REASS SPI – Resit without attendance, term 1& 2 - no progress	Students will not progress - they will attend teaching in term 1 AND 2 and take re-assessments in the relevant period. Modules will be capped as 2nd attempt. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	RSA	RCE
REF1+3	NON REASS SPI - Taking referred assessments Term 1 & 3 only	Students will not progress - they will attend teaching in term 1 AND 3 and take re-assessments in the relevant period. Modules will be capped as 2nd attempt.	RSA	RCE

		REASS SPI – Resit without attendance, term 1 & 3 - no progress	The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.		
	REP1	Repeat credits term 1 with attendance — no progress	Students will not progress - they will attend teaching in term 1 ONLY and take re-assessments in the relevant period. Previous attempts disregarded – as study is repeated. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	no change	RCE
	REP2	Repeat credits term 2 with attendance — no progress	Students will not progress - they will attend teaching in term 2 ONLY and take re-assessments in the relevant period. Previous attempts disregarded – as study is repeated. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	no change	RCE
	REP1+2	Repeat credits with attendance — no progress	Students will not progress - they will attend teaching in term 1 AND 2 and take re-assessments in the relevant period. Previous attempts disregarded – as study is repeated. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	no change	RCE
	REP1+3	Repeat credits with attendance — no progress	Students will not progress - they will attend teaching in term 1 AND 3 and take re-assessments in the relevant period. Previous attempts disregarded – as study is repeated. The student will be charged tuition fees based on the number of credits being taken. Please note the module code(s) and total number of credits in the SPI minutes, and confirm via email to feesadmin@exeter.ac.uk.	no change	RCE
	REPY	Repeat entire year with attendance — no progress	Students will not progress - they are repeating the full stage and ALL modules. Student will be billed full fees based on their usual mode of attendance.	no change	RCE
	TRANSFER	Transfer programme	Student has requested a change of programme where they will be returning to Stage/Level 1 of their study.	no change	RCE
Withdrawal	FAIL	Withdrawal due to academic failure	Student has not been allowed to progress and is to be withdrawn.	N/A	N/A

Codes for Industrial strike action:

Category	PIT Code	Name	Definition
Completion	HOLDSC	Completion on hold	Student has missing marks, but has no failed modules to date. Award cannot be processed until missing marks are received.
	COP-FINSC	Change of programme for award	Student has missing marks but is required to change programme in order to be awarded. Award cannot be processed until missing marks are received
Students will progress into next stage of study	PPCSC	Progress pass conditional	Student has no failed modules, but have missing marks. They will be allowed to progress into the next stage. Once marks are received progression codes will need to change.
	PTSC	Progress into next stage and take re-assessments	Student received referral/deferral module outcomes after the ref/def deadline, (up to 60 credits) Will be permitted to take reassessments alongside progression into the next academic year.
	COPSC	Compulsory change of programme and progress	Student has missing marks and due to received marks is required to change programme in order to progress.
Students will not progress into next stage of study	COP-REPSC	Compulsory change of programme and repeat stage	Student has missing marks, but due to results of received marks is still required to change programme in order to progress.
	DEF1+2SC	Resit term 1 & 2 with attendance - no progress	Student has missing marks but has confirmed deferral outcomes from the REASS period. Will not progress, will take deferrals with attendance in term 1 & 2 only. Modules not capped as they are deferrals
	DEF1+3SC	Resit term 1 & 3 with attendance - no progress	Student has missing marks but has confirmed deferral outcomes from the REASS period. Will not progress, will take deferrals with attendance in term 1 & 3 only. Modules not capped as they are deferrals
	DEF1SC	Resit term 1 with attendance - no progress	Student has missing marks but has confirmed deferral outcomes from the REASS period. Will not progress, will take deferrals with attendance in term 1 only. Modules not capped as they are deferrals

	DEF2SC	Resit term 2 with attendance - no progress	Student has missing marks but has confirmed deferral outcomes from the REASS period. Will not progress, will take deferrals with attendance in term 2 only. Modules not capped as they are deferrals
	DEFSC	Resit assessments **without attendance** - no progress	Student has missing marks but has confirmed deferral outcomes from the REASS period. Will not progress, will take deferrals assessments **without attendance**. This is a full year status so results will not be known until June/August APACs. Modules are not capped as they are deferrals
	REF1+2SC	Resit term 1 & 2 with attendance - no progress	Student has missing marks but has confirmed referral outcomes from the REASS period. Will not progress, will take referrals with attendance in term 1 & 2 only. Modules capped as 2nd attempt.
	REF1+3SC	Resit term 1 & 3 with attendance - no progress	Student has missing marks but has confirmed referral outcomes from the REASS period. Will not progress, will take referrals with attendance in term 1 & 3 only. Modules capped as 2nd attempt.
	REF1SC	Resit term 1 with attendance - no progress	Student has missing marks but has confirmed referral outcomes from the REASS period. Will not progress, will take referrals with attendance in term 1 only. Modules capped as 2nd attempt.
	REF2SC	Resit term 2 with attendance - no progress	Student has missing marks but has confirmed referral outcomes from the REASS period. Will not progress, will take referrals with attendance in term 2 only. Modules capped as 2nd attempt.
	REFSC	Resit assessments **without attendance** - no progress	Student has missing marks but has confirmed deferral outcomes from the REASS period. Will not progress, will take deferrals assessments **without attendance**. This is a full year status so results will not be known until June/August APACs. Modules capped as 2nd attempt.
	REP1+2SC	Repeat credits with attendance - no progress	Student has missing marks but has confirmed repeat module from the REASS period. Will not progress, will take repeated modules with attendance in term 1 & 2 only. Previous attempts not counted as modules are being repeated.
	REP1+3SC	Repeat credits with attendance - no progress	Student has missing marks but has confirmed repeat module from the REASS period. Will not progress, will take repeated modules with attendance in term 1 & 3 only. Previous attempts not counted as modules are being repeated.

	REP1SC	Repeat credits term 1 with attendance, no progress	Student has missing marks but has confirmed repeat module from the REASS period. Will not progress, will take repeated modules with attendance in term 1 only. Previous attempts not counted as modules are being repeated.
	REP2SC	Repeat credits term 2 with attendance, no progress	Student has missing marks but has confirmed repeat module from the REASS period. Will not progress, will take repeated modules with attendance in term 2 only. Previous attempts not counted as modules are being repeated.
	REPYSC	Repeat entire year with attendance - no progress	Student has missing marks but has confirmed repeat module from the REASS period. Will not progress, will repeat the full stage (120 credits). Previous attempts not counted as modules are being repeated.
	INTSC	Progression paused	Progression cannot be confirmed as too many missing marks. Progression to be paused until more missing marks are received. It is likely progression will be held all year if progression cannot be confirmed after week 2 of term. These will be considered by Education Policy.
Failure	FAILSC	Withdrawal due to academic failure	Student has missing marks, but has failed too many modules to allow any progression. Student will be withdrawn for academic failure once all marks are received.

For Student Records use (for information only):

When these codes are applied to SPI records, they are **not** to be amended or used by Hubs. They are for Student Records use only.

PIT code	Description
PC_DEBTOR	Used by Student Records to identify debtors who have a pending award. If this PIT code is used by the Colleges, the student's award will <u>not</u> be processed. When the College sets a SAW record to provisional, before the award is sent for approval, the student's debtor status is checked with Accounts Receivable. If the student has an outstanding debt that prevents them from being awarded, the Student Records team will alter the PIT code of PC (entered by the College) to PC_DEBTOR. When student debt is cleared, Student Records will process the student award.
DORMANT	Student is in a dormant state. Often used for short modular courses that can span up to 5 years with no interaction in intervening years.
TC	Used in rare circumstances where a student has transferred programme.
WW	Used by Student Records to withdraw students where withdrawal forms have been received during the academic year. Colleges must use the FAIL code to signal a student withdrawal due to academic failure to Student Records.

WHICH PIT CODES IMPLY THAT THE STUDENT HAS REASSESSMENTS TO TAKE IN THE AUGUST REF/DEF PERIOD?

1. DEF (Deferred without attendance — no progress)
2. REF (Referred without attendance — no progress)

Although some of the other codes imply that referrals/deferrals must be undertaken (e.g. DEF1 = Deferred term 1 only with attendance — no progress, REF2 = Referred term 2 only with attendance — no progress, PD — progress with deferred assessments and PR — progress with referred assessments), the student will be progressed into the next academic year and they will be taken then.

WHICH PIT CODES WILL BE USED BY THE CSP PROCESS?

Running CSP on your undergraduate full-time non-finalists will automatically populate a suggested PIT code, based on the students' SMR records, into the Actual PIT/APAC decision field in the current academic year SPI record.

These PIT codes will be populated in the following circumstances:

1. progresses to the next stage — PP (Progress pass).

2. does not progress to the next stage, but has to take:
   a. one or more *referred* assessments (grade = FR for UG and F for PGT) — REF (Referred without attendance — no progress);
   b. one or more *deferred* assessments (grade = MI) — DEF (Deferred without attendance — no progress); or
   c. a mixture of referred *and* deferred assessments — REF (Referred without attendance — no progress).

3. progression cannot be determined at the time CSP is run because there are marks still outstanding (SMR records still in SAS or RAS state) — HOLD (progression on hold)