

Programme Assessment Boards: Creating Award Letters

If you need access to this PASS Process Guide in an alternative format, please contact your School Support Coordinator in the first instance. Thank you

Please note that if you wish to enlarge any screen shots provided you can do so by pressing **Ctrl** on keyboard and scrolling in with the mouse.

Version Table

Revision	Description	Author	Date
1	Author	M Young	16/02/23

1. Summary and other guides this links to

This guide explains the process for sending Award Letters to students after the results publication date. Please note a coordinated approach to generation and dispatch of award letters is needed. An initial prompt will be issued by the Academic and Student Lifecycle team (ASL) through a bulletin announcement. When this happens each School and Global Online take a turn in generating their award letters in batches; each alerting the area on the next on the list when they can begin generating the letters. It is therefore vital that you wait for a prompt from a School Support Coordinator from your team before you start generating or dispatching award letters.

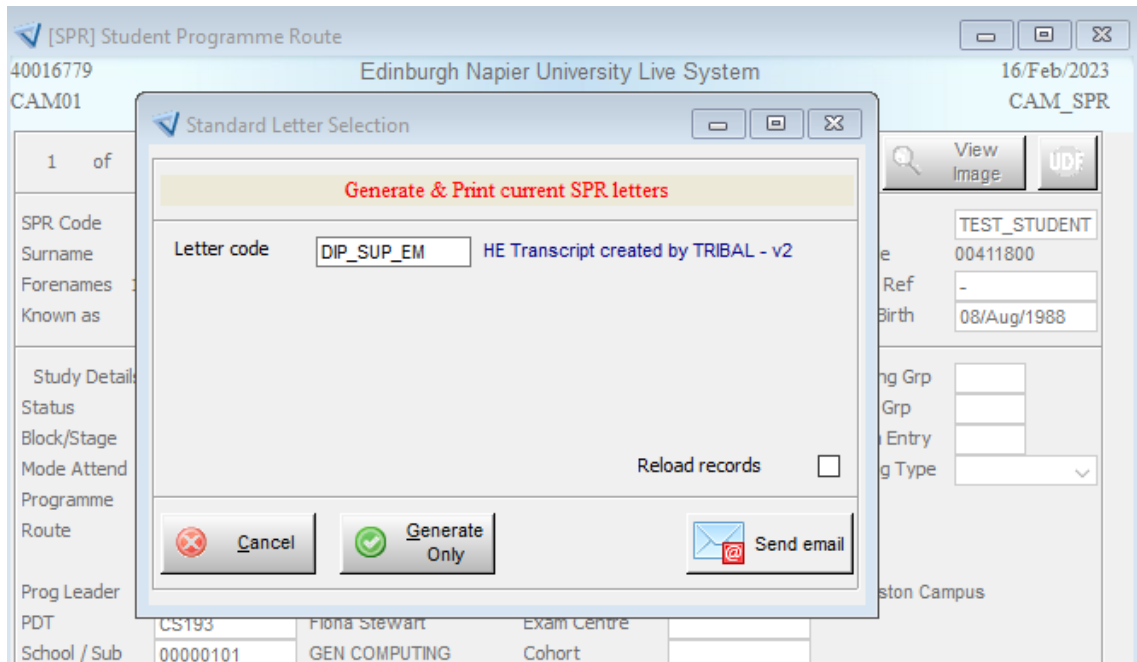
The Business School undertake additional communications to some students in accordance with their “complex student letter process.” If you work in the Business School please ensure you follow that “[complex student email process](#)” in addition to the undernoted. Thank you

2. Step-By-Step Instructions

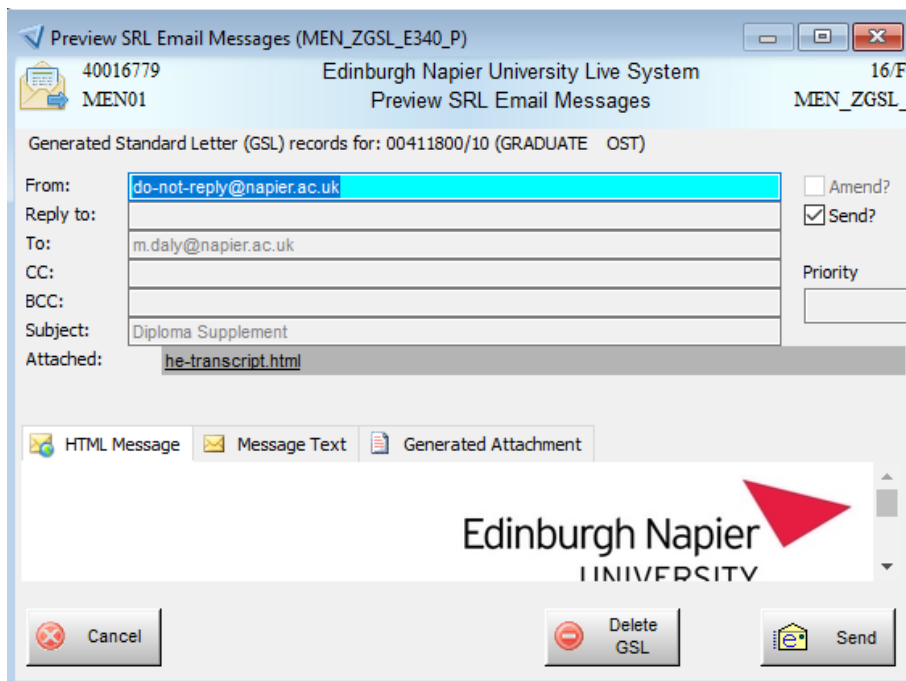
2.1 Open SITS and then load the ‘SPR’ screen. Retrieve the awarded student in ‘SPR.’ Retrieve by putting AW*M22 in the External Ref box. The "M22" would change depending on what point of the year at e.g. J23 for the most resit Tr1 board. Check with your School Support Coordinator whether to use the course code or the school code to pull the students through. Be mindful RW students are retrieved and will need to be filtered out.

2.2 From the drop menu at the top of the page, select 'Current' and then 'Gen + Print Letters.'

2.3 You will then be prompted for a 'Letter code.' Enter the code DIP_SUP_EM and click 'Send email' (your line manager will inform you if there are any variations to this code.)



2.4 The next screen will show you three tabs; HTML Message, Message Text, and the Generated Attachment. To complete this task, click 'Send' in the bottom right corner.



3. Additional Information

There is no additional information to support this guide.

Page 3 of 3 – This PASS Process Guide is designed as an electronic resource maintained through the PASS Enhancement Group. If printed it is an uncontrolled version.