# DURHAM INITIAL DECISIONS

UCAS Data Feed

File Acceptance SKAUFPR (Unisys)

Duplicate Checking SKAUDUP (Unisys)

Admissions Record Created on SAAADMS

Data fed into BANANA

Data for overseas applicants fed into Overseas Database

Paper Forms

Old Shire Hall Admissions

Central Admissions write to Acknowledge Durham Applications

Home Durham or Queen's Application?

Overseas Applicant

Paper UCAS Form sent to Int. Office at relevant campus if candidate is not taking A Levels or the International Baccalaureate

Admissions change 'At' to IO SXAUCAT/ SXAUCOL

International Office Indicate on Paper form if 'Recommended' or not

Home Queen's

Home Durham

Paper UCAS Form sent to Department 1

Int. Office change 'At' to DP or S SXAUCAT/ SXAUCOL

Home Queen's

Overseas Durham

Dept 1 Checks Criminal Conviction and indicates on Paper Form. If 'Yes' and Dept wishes to issue an offer or interview Contact Central Admissions

Single Hons, Natural Sciences, Combined

Joint Hons (not Nat Sci or Comb)

Dean of Colleges Office allocate College if Dept still wish to issue offer

Refer to Queen's

Dept Grades the Paper UCAS Form C,U,I,R, or Referral

Both Depts Discuss the Application

Dept1 Grades the Paper UCAS Form C,U,I,R, Referral

Dept 1 indicates on Paper UCAS form Second College (and first if an open application)

Paper UCAS Form sent to Dept 2

Queen's

C,U,I

Reject

Dept sends paper UCAS form back to Admissions

If Both Depts are Reject

Dept 2 Grades the Paper UCAS Form C,U,I,R, Referral

R

Recommended Overseas Applicant?

No

Admissions Indicates decisions on SXAUCAT/ SXAUCOL

Admissions Process Rejections to UCAS SKAUDEC. Form sent to Department

Yes

Admissions Change 'At' to IO. Paper Form sent to Int Office for Review and Action

Dept indicates on Paper UCAS form Second College (and first if an open application)

C, U, I or offer from one Dept only or referral to Queen's

'At' automatically changes to DR

College 2 indicates Pass on SXAUCAT/ SXAUCOL

Dept photocopies Paper UCAS form and sends original to College 1 choice, or to Queen's Admissions if a referral (UAO inputs S into 'Now At' on SXAUCAT)

Refer to Queen's

*NB Data at this point is ready to be fed into DUCOBAS*

Paper UCAS Form sent to Queen's Admissions

'Pass' and 'Date' indicated on Paper UCAS Form

College 1 changes the Application Location to be 'At' their College SXAUCAT/SXAUCOL

College 1 enters the C1/C2 choice as indicated by the Dept SXAUCAT/SXAUCOL

Pass

Interview date arranged (Optional for College 1 to enter on SOAAPPT)

College 1 Decides to Pass or proceed

Pass

If College2 = DE confirm College 2 with Dept.

College 1 indicates Pass on SXAUCAT/ SXAUCOL

'Pass' and 'Date' indicated on Paper UCAS Form, then Sent to College 2

College 2 Decides to Pass or proceed

Yes

Proceed

Proceed

College 1 indicates Interview arranged SXAUCAT/SXAUCOL

Interview Required?

College 2 indicates Interview arranged SXAUCAT/SXAUCOL

Interview date arranged (Optional for College 2 to enter on SOAAPPT)

Y

Interview Required?

No

No

Applicant Interviewed by College & Dept(s) who then make a decision. College 1 sends Interview Outcome Letter

U, C

College 1 enters Offer on SXAUCAT/ SXAUCOL

Applicant Interviewed by College & Dept(s) who then make a decision. College 2 sends Interview Outcome Letter

U,C

College 2 indicates Offer on SXAUCAT/SXAUCOL

R

College 1 checks/ amends Fees Status SXAUCAT/SXAUCOL H, I,E,O

R

College 2 checks/amends Fees Status SXAUCAT/SXAUCOL H, I,E,O

College 1 enters Decision on SXAUCAT/ SXAUCOL

College 2 enters Decision on SXAUCAT/SXAUCOL

College 2 sends paper UCAS form back to Admissions

College 1 Fills out Pink Form, sends to Admissions

College1 sends Offer Letter to Applicant

Admissions Process Decisions to UCAS on SKAUDEC

College2 sends Offer Letter to Applicant

College 2 Fills out Pink Form, sends to Admissions

College1 sends paper UCAS form back to Admissions

Wait for Applicant's Reply to Durham's Decision

Receive Applicant's reply F/I/D from UCAS

Admissions receive June/July Lists from UCAS

Admissions prepares Applicant Reply Lists and sends to Colleges

College 'At' Checks Reply SXAUCAT/SXAUCAQ

D

College 'At' Changes 'At' to AD

F, I

Wait for Exam Results

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