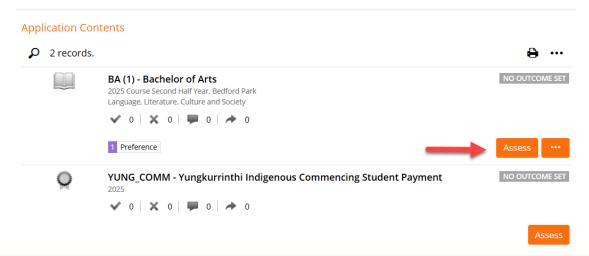


This QRG is only relevant when a student submits an application for both a coursework course and a scholarship within the same application.

Important: 'Complete Assessment' process should not be used until the scholarship has also been assessed and a decision has been recorded (not successful/successful) for the scholarship. The Admissions team is responsible for the 'Complete Assessment' of coursework course + scholarship applications

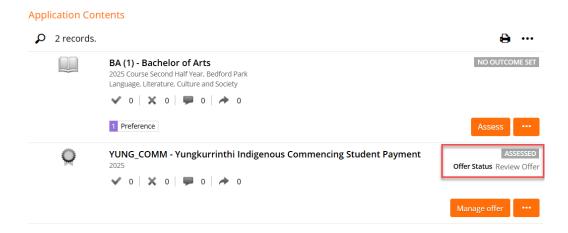
Assess the course application as per normal process

- Assign the workflow to yourself (if required)
- Assess the course using the 'Assess' button. Student Finance and Scholarships team will also complete their assessment process in parallel



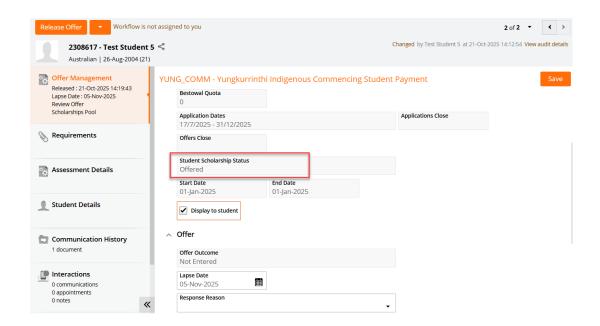
Before 'Complete Assessment' step, check the scholarship status

 If the scholarship is successful, the Offer Status will have changed from 'Candidate Selection' to 'Review Offer'





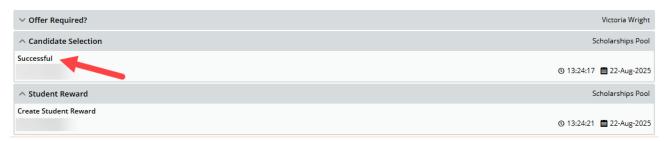
Select 'Manage offer' on the scholarship record to view the 'Student Scholarship Status', this should show a status of 'Offered'



Further information is available in the 'Process view' at the bottom of the record.

Candidate selection will show as 'Successful'

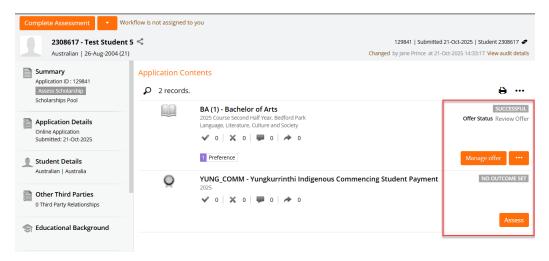
Process View





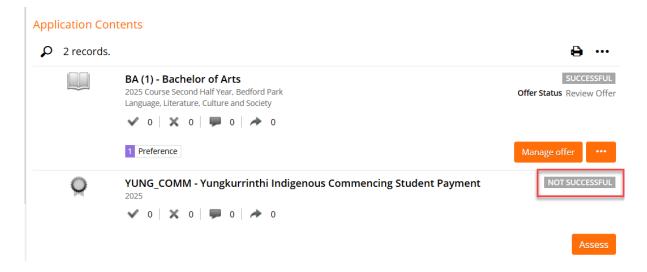
Note: If scholarship is not yet assessed, the scholarship will show as 'No outcome set'

- If the **course** has been assessed as 'Successful' and scholarship assessment **has not yet started** (status is 'No outcome set') then the 'Complete Assessment' button can be used. This will move the workflow to the 'Assess Scholarship' stage and Student Finance and Scholarships will still be able to assess the scholarship.
- HOWEVER, the scholarship will need to be monitored by Admissions and 'Complete
 Assessment' will need to be used again once the scholarship has been made
 successful/unsuccessful to finalise the workflow and move the record to a state of "Offered"
 for the student. Alternatively, wait until the scholarship has moved to 'Review offer'.



Unsuccessful scholarship

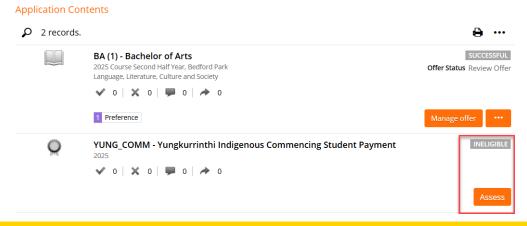
 If the scholarship is unsuccessful, the Offer Status will have changed from 'Candidate Selection' to 'Not successful'





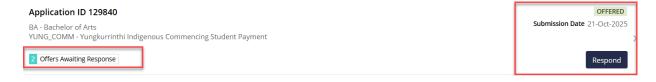
Ineligible scholarship

 If the student is deemed as ineligible for a scholarship, the Status will have changed from 'Candidate Selection' to 'Ineligible'

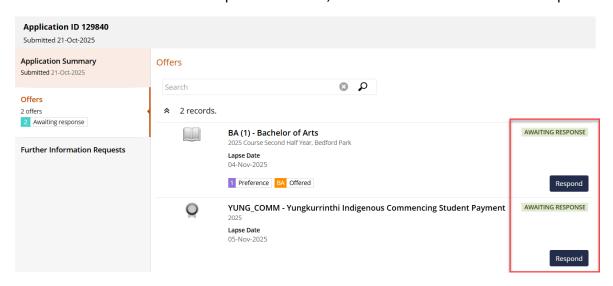


Proceed with 'Complete Assessment'

- Once the scholarship status has been confirmed, the 'Complete Assessment' button can be used
- · This will move the status from 'Under Assessment' to 'Offered' for a student



If both the course and scholarship are successful, students will see two offers in the portal



'Finalise' as per the current process