Dear FlexSIS Users,

We are now in the final stages of Release 6.5 implementation planning, following delay of the launch due to problems discovered in User Acceptance Testing.

Despite this setback UAT will recommence this week and we are confident of a positive outcome. The Release is now scheduled for 5 January 2005 and will see major changes to Admissions functionality to accommodate International Office, and changes to enrolment and billing functionality associated with International Office and implementation of the HEIMS requirements of the Federal Government.

Migration of data from International Office and Cumberland legacy systems is proceeding well, with the Cumberland Course, UOS and Student data already on FlexSIS. We are on target to have all continuing Cumberland students’ academic records and all 2004 International Office applicants migrated to FlexSIS in time for the release in early January.

You will have noticed that the format of new Student IDs has changed to a new format which will allow us to allocate more numbers in 2005 and future years to accommodate International offers.

All existing SIDs will remain unchanged and existing Cumberland SIDs have been converted to the current standard format as part of data migration.

We have a very busy time ahead of us and are confident that by continuing to work closely with the business we will have a successful outcome.

Thanks again for all your support and if you have any questions about the program please don’t hesitate to contact either Antony or myself.

From the Program Manager’s desk
Alan Crooks, Student Administration Program Manager

FlexSIS Forum
Antony Talone, Change Manager

The next Faculty Forum is planned for Wednesday 08 December, 2004 in the Oriental Room S204 (Main Quadrangle).

These forums are a great way for all users to keep abreast of any changes and new developments.

Topics of interest at this forum will be:
Project Update (Alan Crooks)
HESA and HEIMS (David Bowan)

Release 6.5 - Changes (Antony Talone)

RSVP for this forum is: Thursday 02 December, 2004.

Users are requested to RSVP by the above date to adequately book catering.

Release 6.5 – January 5, 2005
Matthew Da Silva, Change Management Team

FlexSIS 2005 – International Office and Faculty of Health Sciences join FlexSIS.

With FlexSIS release 6.5 the scope of the university’s student administration system has both broadened and deepened. New federal legislation will have an impact. Enhancements in system coverage will be both numerical and functional.

In 2005, with both the International Office (IO) and the Faculty of Health Sciences (FHS) joining FlexSIS, approximately 10,000 new FHS student records will be added to FlexSIS and IO will process thousands of new overseas applications annually in FlexSIS. Because more students will be enrolled in FlexSIS, changes have been made to the way staff call up students using the student ID (SID). Staff can no longer call up a student in FlexSIS using only the last 7 digits of a SID but must use the entire, 9-digit SID.

FHS admissions will follow the current direct admissions practices of university faculties, with workflows and action scripts on the FlexSIS website.

For international admissions, functionality to assess, accept and reject international applications has been added to FlexSIS. International admissions require new processing capabilities including the production of correspondence, a feature currently only available for international admission processing. Faculties will be able to view international student data in FlexSIS. Workflows and action scripts for new FlexSIS screens will also be available on the FlexSIS website.

International Student Data recorded in FlexSIS

Additional information about International applicants will be available on FlexSIS. Faculties will be able to view these details in the Admission Module and in enrolments.

Admission Module Functions
Application details (Admission > Admission Management)
Shows (in addition to details in current system):
- Courses a student applied for, including 2nd and 3rd preferences (for UG applications).
- CRICOS code for each course
- Expanded application status list enables FlexSIS users to see at what point in the process the student’s application currently is (also see below ‘List View’).
- Country of application
- Liability type

Offer details (Admission > Admission Management)
Shows (in addition to details in current system):
- Expanded offer status list enables FlexSIS users to see at what point in the process the student’s application currently is (also see below ‘List View’).

Offer statuses used in international admissions:
- Offer Decision Pending
- Make Firm Offer
- Conditional Offer (includes package study – CET, Foundation)
- Offer Accepted
- Offer Declined
- Faculty Assessment Required
- Package Study Offer (a.k.a. articulated study)
- Offer has lapsed

English Test (Admission > Admission Management)
Shows the test name, the date it was sat, and test results.

Employment (Admission > Admission Management)
For courses with an employment pre-requisite component (especially PG), shows professional experience data.

Qualifications details
Note: This functionality is also available for Admission of local students.
Although this feature was introduced for recording international applicants' qualifications, faculties will also be able record local students' qualifications, including the ability to add multiple qualifications to each student.

Shows:
• Qualification name
• Australian Level
• Country where qualification was gained
• Institution name (includes both secondary and tertiary Australian institutions, but only tertiary overseas institutions)
• Start date of course of study being recorded
• End date of course of study being recorded (if applicant is still studying, this date can become the expected completion date if required, in which case it can be set in the future)
• Final Result
• Date the applicant completed this course of study
• UAI Equivalent (to record secondary study result details; especially applicable if result not 100% equivalent to UAI score)
• GPA result (and marking scale – usually marked out of 5 but may be out of 4)
• Reference Source (that was used by the IO admission officer to assess a student’s completed courses of study)
• English as Language of Instruction
• Package Study (i.e. a CET, Foundation package was offered; IO use only)
• Academic Requirements Met
• Record of documents provided with the application, including any translations, and whether the documents provided are original documents or certified copies.

Professional Experience details
Shows:
• Title of the Professional Experience
• Employer’s name
• Start and End dates of the experience

STABEX details
This screen is used for inbound Study Abroad and inbound Exchange applications. Shows:
• Duration of study (one or two semesters)
• Intended UoS (list of intended units of study the applicant included in application)
• Status that currently applies to each UoS:
  o Pending (default)
  o Approved
  o Declined
  o Cancelled

Tracking details
Shows all application and offer events that have taken place for an application, listed in ascending order of occurrence (the most recent event is at the bottom of the list).

Enrolment Functions
Electronic Confirmation of Enrolment (eCoE)
(Enrolment > International Study Management)
International students require a valid eCoE at all times in order to remain in Australia. This module shows (for each applicable course):
• eCoE number
• Date issued
• Dates the eCoE starts and ends
• Indicates whether eCoE is currently active
• Name of staff member who last changed the eCoE record.

Overseas health cover (OSHC) (Enrolment > International Study Management)
OSHC is compulsory for all students, except some Scandinavians. Shows:
• Cover Type (family, single, not covered, health cover not required)
• Cover Duration (full- or single-year)
• Not Cover Reason
• Name of Provider and the Rate paid by the student/sponsor

Third Party details (Enrolment > International Study Management)
A third party may be involved in the international application process and/or funding in addition to the student (first party) and the University of Sydney (second party). This screen shows:
• Third Party name
• Third party role. List of available roles:
  o Agent
  o Cotutelle Partner
  o Exchange Partner
  o Faculty Fee Waiver
  o Full Sponsor
  o Home Institution
  o Joint Study Abroad & Exchange
  o Loan / Funds Provider
  o Scholarship Donor
  o Sponsor
  o Study Abroad Agents
  o Study Abroad Partner
• Dependents (are attached to a student’s record on this screen but only for AusAID students)

FlexSIS will also support changes required under the Higher Education Support Act (HESA). This includes functionality to allocate a Commonwealth Higher Education Support Number (CHESSN) to each Commonwealth Assisted Student, to record receipt of request for Commonwealth Assistance forms (CAFs), to issue the Commonwealth Assistance Notice (CAN) and to measure
use of Student Learning Entitlement (SLE). More information can be downloaded from the Faculty Forums page of the FlexSIS website.

Changes to FlexSIS financial management include international liabilities (including sponsorship and agent details, and extraordinary fees), the ability to carry student liabilities over from one year to the next, and fee calculation changes associated with HESA. For example, details of the deposit payable by fee-paying students on acceptance of their offer will be transferred to FlexSIS from PeopleSoft in the same way as other payment data and accessible via the FlexSIS Account Enquiry module. Students with sponsors or students engaged with specified agents are allowed to enrol before a deposit covering fees is paid. A sponsorship may also cover compulsory subscriptions and OSHC.

In January, enhancements to addresses will be introduced. Changes include a new international address format (4 lines each holding up to 35 characters, instead of 3 lines), and the ability for students to nominate their preferred correspondence address, which may be an address other than their permanent or session address.

FlexSIS. We have scheduled these Information Sessions to be held on:

**Thursday, 2nd December 2004**

Eastern Avenue Lecture Theatre

We have 3 x 1.5hr sessions running:

9:30am – 11:00am  
11:15am – 12:45pm  
2:00pm – 3:30pm

There is no need to book into these sessions, users are welcome to come along and bring any other people in their offices who may find this session useful. Users will get a comprehensive understanding of the changes happening with Release 6.5.

**FlexSIS Website – What do you want to see?**

http://www.flexsis.usyd.edu.au/

Check the FlexSIS Website for all your questions on anything related to FlexSIS.
Request an Enhancement with FlexSIS!

Request FlexSIS Enhancement

An additional way to request FlexSIS Enhancements is now available for all users to request enhancements being made to the FlexSIS Change Control Committee.

The FlexSIS Support Team and FlexSIS Change Management have devised a web form for all your enhancement requests.

Check out the new web form at:

Request FlexSIS Enhancement form

or:

Contact the Support Team in the Student Centre on 9351 5445 or email: flexsis@mail.usyd.edu.au.

The team will log your problem or request on the HEAT system and advise you of the job (ticket) number. After the issue has been assessed, it will be assigned for action to a group in either ITS, FlexSIS Development or the Student Centre.

Requests for enhancements and changes are assessed by the FlexSIS Change Control Committee (FCCC), with representatives from Faculties, the Student Centre and the FlexSIS Development Team.

You should receive some feedback about your issue from the person assigned to deal with it. If you want to follow up on your issue before that time, please contact the FlexSIS Support Team on 9351 5445 or flexsis@mail.usyd.edu.au and have your ticket number at hand.

Happy Holidays from all at FlexSIS.....

The FlexSIS Team would like to wish everyone a very happy and safe holiday season. We look forward to working with you all in 2005.

Your feedback

The FlexSIS team is always available to receive your feedback and comments. Users’ perspectives and ideas are always welcome; let’s work together in making FlexSIS the best Student Administration System around.

Antony Talone
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Editor, FlexSIS Newsletter.