



ADMISSIONS AND STUDENT RECORDS

MEMORANDUM

From: Administrative Assistant- Admissions

Date : 5 August 2024

To : Director ICTs

Ext : 2108

RE: EXPECTED REPORTS ON VEVANE/EDUROLE

Part of our ongoing efforts as a section is to gather, establish accurate and reliable student database that promotes data informed decision making and institutional growth. To meet up with these standards, the Admissions and Student Records section expects specific statistical reports from the automated system Vevane/ Edurole. This memorandum serves to outline the expected contents for the statistical reports in Vevane/ Edurole.

STATISTICAL SUMMARY

1.APPLICATION STATUS

- Application list (programme x study format x gender x cohort)
- List of accepted students (programme x registration status x study format x gender x Contact details)
- Applicants contact list x programme
- Application status (accepted, pending, rejected x programme)
- Outreach reports/ Public notifications (Emails, text messages sent, phone calls, posters, website, newspapers and flyers)
- Onsite admission reports (programme x study format x gender x site)

2. REGISTRATION AND ENROLMENT

- Total enrolment (Faculty x Gender)
- Total enrolment (Department x Gender)
- Enrolment (Programme x Gender x **Registration Status** x level x Study format x type of cohort)
- List of international students (Programme x Gender x level x Study format x type of cohort)
- List of active students (programme x study format x gender x level x res/non res)
- List of sponsored students (Programme x Gender (include beneficiary scheme) x level)
- List of Dropouts/ Presumed withdrawn x Programme x Gender x level
- List of Deferred students x Programme x Gender x level
- List of Exempted students x Programme x Gender

- List of Repeating students x Programme x Gender x level

3. GRADUATION STATUS

- List of Graduands by Programme x gender (include degree class, D.O.B and national ID #)
- List of Graduands for all programmes graduating for the first time
- Generate graduation rate (No. of graduated students/ Total no. of students when the programme started)
- List of students with book prizes (Programme x Gender)

ADDITIONAL INFORMATION

Note:

- The system should add remarks and sessions for students who are repeating, deferred and exempted. If a student is exempted to skip a certain level, that student must only appear in the level there are currently studying not both levels. Again, the system should also add the session that students have deferred and pause temporarily the study activity to avoid data redundancy in enrolment.
- Only active students should be rolled over to the next level
- The system must restrict students from applying multiple times. For example a student can apply using ID: 83-145548V83 and ID: 83-145548V83 CIT F or without a hyphen
- All statistical reports must be easy to retrieve
- The online application must not be submitted until all required fields are fully completed. Applications should be separated by cohort.
- Cracking student eligibility for graduation. The system should be able to check for the graduation requirements before dispensing the graduation list for processing. These include: completed modules required and all carry modules, degree class as well as personal details. A separate tunnel for students with incomplete transcripts must be created until all information has been submitted and confirmed for processing.

Thank you for your assistance.

Administrative Assistant Admissions

P. Chikerema

