

Open University Validated Partnerships: STUDENT REGISTRATIONS

VALENCIA USER GUIDE

ALL INSTITUTIONS

VALENCIA TEST Website Address: <https://Valencia.open.ac.uk>

Username and Password: as supplied by email to each institutional registration contact.

Supported Browsers: **Internet Explorer 8 and 11, Firefox 31.0, Opera 24.0, Safari 5.1.7 (Windows), Safari (Mac), Chrome 38.0.**

CONTENTS

<i>Section</i>		<i>Page</i>
1	Login and User Responsibility	2
2	Select Award and Function	3
3	Enter New Registrations	3 - 4
4	Student Maintenance	4 – 6
	4.1 Withdraw and defer student	
	4.2 Re-instate Deferred Student	
	4.3 Transfer student	
	4.4 Re-Register Student	
	4.5 Second Register Student	
	4.6 Concurrently Register Student	
	4.7 Edit Student Details	
	4.8 Confirm Continuing Students	
5	Find Student	6
6	Export	6
7	Completion of the Session	6-7
Appendix I	: OUVV Registration Codes and Guidance	8 - 11

Introduction

This document contains guidelines for the OU's partner institutions in uploading student registrations on OU validated programmes using the Valencia system.

If you need any further clarification, please email OUVP-aftercare@open.ac.uk:

1 Login and User Responsibility

Enter the username and password supplied to you by OUVV then click 'sign in' you will be asked to continue with 'Multi-Factor Authentication' click 'continue'. You will receive a call (to your previously nominated number) and you will need to press # to confirm authentication and click yes to the security warning that will present itself on the webpage.

Within 'Available functions' click relevant registration session.

For reasons of data security, the logins are only issued to the named registration contacts at each institution that are responsible for the accuracy of OUVV student data submitted via the website.

Please keep this login information secure. It is only to be used by the person who has been set up to use it.

Timeout

If you leave your PC logged in to the VALENCIA website for 2 hours with no activity you will be logged out. Please make a note of this so that you do not leave Valencia inactive during an upload as you may lose the data you are trying to import.

Statement of Responsibility for VALENCIA Username and Password

- Each registration contact is responsible and accountable for all activities carried out under his/her username and password. Username and password should not be divulged to anyone or stored on a personal computer.
- After authenticating themselves, users should not leave their computers unattended without password or physical protection.
- No person should jeopardise the integrity, performance or reliability of the computer software
- Attempts to access or use any other username which is not authorised to the user are prohibited
- Each registration contact is responsible for the accuracy of the data they supply.
- Each registration contact undertakes not to infringe any copyright in documentation and/or software.
- Each registration contact undertakes to comply with the provisions of the Computer Misuses Act (1990), Criminal Justice and Public Order Act 1994, the Data Protection Act 1998 and any other relevant statutes.

As there may be a number of registration contacts for each institution, each individual is responsible for their own username and password and such information should not be passed to colleagues.

For new registration contacts a new username/password will need to be requested. Please contact OUVP-aftercare@open.ac.uk, please note that any changes or new requests for username/passwords will take up to 5 working days to process.

2 Select Award and Function

Once logged in, you are required to choose the session you wish to engage with. Depending on the time of year, you will have two choices: a Registrations session (twice a year) or Student Maintenance session (all year).

Once you have chosen the session, you will be taken to the 'Select an Award' screen, where you have a dropdown list of all validated awards at your institution that are due either New Registrations, or Student Maintenance, or both. Once you select an award, only functions relevant to that award will be available to you (based on the session you have chosen). The awards and relevant functions available are as follows:

Awards	Relevant Functions
Validated Registrable awards with no existing students	New Registrations
Validated Registrable awards with existing students	New Registrations and Student Maintenance
Awards not in current validation, but with students yet to confer	Student Maintenance only

At the bottom of the 'Select an Award' screen, you have a 'Summary of Awards Completed' area, which will be blank at the start of the registration process. As you complete relevant functions for each award, the summary will be updated, so that you can keep track of what you have done.

- **Select an award from the 'Select an Award' dropdown**
Once you have selected an award, functions relevant to that award will be available in the 'Select a function' dropdown.
- **Select a function from the 'Select a Function' dropdown**
If you have selected 'Enter New Registrations', see Section 3 of this guide.
If you have selected 'Student Maintenance', see Section 4 of this guide.

In addition, there are the following facilities that are available to you either before or after you have completed registrations and/or student maintenance:

- **Find Student**
Click here to check on an individual student's details – you can search all existing students on the OUVF database, which includes all current and conferred students as well as any deferred, referred or withdrawn students. See Section 5 of this guidance.
- **Export**
Click here to export student data to an Excel file which you can save on your own server, either before or after the registration process. See Section 6 of this guidance.

3 Enter New Registrations

To enter new registrations, you should have pre-prepared an Excel file of new student details (you are also able to download one via the portal), according to the specification in Appendix I.

Appendix I also contains a checklist that you should consult prior to attempting to load the Excel file into the webpage.

Once you have prepared your spreadsheets for the registrations that you are about to make, please move on to the guidance below.

After you have downloaded the new registrations template, please ensure you do not delete the header row.

Select an Award – Select 'Enter New Registrations' – then from the 'New Registrations' screen:

- **Click 'Browse' within 'Submit New Students Registration Details'** and then browse to where you have saved the relevant Excel student data file on your computer for this registration award upload. Highlight the file in the window provided and click 'Open' or double click.
Your registrations will now upload, depending on the file size this may take some time. Once uploaded you will get either message: '[number] successful imports' or '[number] successful imports but [number] records failed'.
If you received the second message you will be able to download the errors in an Excel file, scroll to column 'T' and identify what the specific errors are per record. Save the spreadsheet on your computer, rectify the data fields which have errors and click '**Browse**' within '**Submit New Students Registration Details**' and upload following the narrative above. If you have successfully rectified the errors, you will receive a message: '[number] have been successfully uploaded'.

Once you have uploaded your registrations and you have rectified any errors you have the option to part or fully confirm registrations, if you choose part you are able to register students again on the same award at a later date within the registration window. If you choose fully confirm then you have confirmed completion of registrations and you no longer have access to register students on that award.

A summary of part and fully completed awards is contained within the home page.

- **Common examples of upload errors**

Duplicate record. If any student listed in your Excel file already has an existing student record within the OUVF database, then your file will provide you with a specific duplicate error. Please use 'Find Student' button to locate the students' record for further investigation.

Missing fields. There are a number of mandatory fields within the registration Excel file. Guidance can be found within Appendix I.

Excel formatting is unrecognised. If you have not included correct formatting within your Excel upload (such as Date of Birth format in UK 4 year format i.e. dd/mm/yyyy), then you will receive a specific error message.

- **Export your registration data once finished:**

Once you have completed all registrations or each registration you have the option to export your **New** registrations or **Continuing** students. Click 'Export' left hand column of the webpage, select award and select **New** or **Continuing**. The data will be shown on the screen and you then have the option to download the Excel document for your information.

4 Student Maintenance

Select an Award – Select function 'Student Maintenance'

Following previous Registration sessions, all current students are now on our database and their records are accessible to you through the Student Maintenance section of the website. **Please note although Student Maintenance is available all year, there will be limited edit ability available, Transfer, Re-register, Second register and Concurrent registrations will not be available all year.**

For each award that has continuing students, you need to confirm with us:

- any student who has **permanently withdrawn** from the award.
- any student who has **resumed** their study after a period of deferral.
- any student who has **transferred** to other OU validated awards.
- any student who has conferred on an intermediate award and now wishes to be **re-registered** for a higher award in that award hierarchy.
- any student who has previously conferred on one award and now wishes to be **second registered** for another, unrelated award.
- any student who is currently registered for one award, and now wishes to be **concurrently registered** for another, unrelated award.
- any student who has **changed their name or other details** since registration.

Finally

- **confirm continuing students once all changes required above have been completed. Please note this is not required when performing routine maintenance of records throughout the year.**

4.1 Withdrawing and Deferring Students (available all year).

You should only withdraw students who have permanently withdrawn from their registered award. Any student who has temporarily withdrawn, or who has withdrawn and retains the option of returning, should be indicated as a 'Deferred Student' until such time as they resume their studies or confirm permanent withdrawal. Any student who has withdrawn from their registered award because they have transferred to another OU validated award should be dealt with as a 'Transfer' student (see Section 4.3 below).

Withdrawing students: Click 'Withdraw student', Click 'Select a Registered Student' and select the required student, Click 'Confirm Withdrawal' to withdraw the student, or 'Cancel' if you do not wish to withdraw the student.

Deferring students: Click 'Defer Student', 'Select a Registered Student' and select the required student, Click 'Confirm Deferral' to defer the student, or 'Cancel' if you do not wish to withdraw the student.

4.2 Re-instating Deferred Students (available all year).

Please indicate any student who had temporarily withdrawn and who is now continuing study on their registered award. Students who are resuming study after a period of deferral, but who are resuming on a different registered award, should be dealt with as Transfer students (see section 4.3 of this guide).

Click 'Re-instate Deferred Student', 'Select a Deferred Student' and select the required student, Click 'Confirm Continuing' to confirm that the student is now resuming study on his/her registered award, or 'Cancel' if you do not wish to re-instate the student.

4.3 Transferring Students to another OU validated award (available during registration periods only)

This applies to students who have registered on one OU validated award, and who have now transferred to another OU validated award without conferring on their previously registered award.

If a student has conferred on their registered award and is now re-registering for a higher award within the same award hierarchy, they should be dealt with as a 'Re-Registration' (see Section 4.4 below).

If the student has conferred on their registered award, and is now starting an entirely new programme of study, they should not be considered a 'Transfer' or 'Re-Registration', but should be dealt with as a 'Second Registration' (see Section 4.5 below).

If the student is already registered on one OU validated award, and needs to be registered for another OU validated award concurrently, they should be dealt with as a 'Concurrent Registration' (see Section 4.6 below).

Make sure you are in the award the student is currently registered on, Click 'Select an award to transfer to' Click 'Select a level', Click 'Select a Registered Student' and select the required student or click 'Cancel' if you do not wish to transfer the student.

4.4 Re-Registering Students (available during registration periods only)

This applies to any student who was previously registered on one OU validated award, has conferred on that award and who is now continuing their studies on a higher award within the same award hierarchy.

If the student has conferred on their registered award, and is now starting an entirely new, unrelated programme of study, they should not be considered a 'Re-Registration', but should be submitted as a 'Second Registration' (see Section 4.5 below) on the new award.

Click 'Select an award to re-register on', Click 'Select a level', Click 'Select a Conferred Student' and select the required student, Click 'Confirm Re-Registration' to re-register the student on the new award, or click 'Cancel' if you do not wish to re-register the student

4.5 Second Registration (available during registration periods only)

Any student who has previously conferred on one OU validated award and who has now chosen to study for another, unrelated award, should not be submitted as a 'New' registration, but should be dealt with as a 'Second Registration'.

Click 'Select second award', Click 'Select a level', Click 'Select a Conferred Student' and select the required student, Click 'Confirm Second Registered' to submit the registration onto the new award, or click 'Cancel' if you do not wish to confirm the registration.

4.6 Concurrent Registration (available during registration periods only)

Any student who is currently registered for one OU validated award and needs to be registered for another OU validated award concurrently, should not be submitted as a 'New' registration, but should be dealt with as a 'Concurrent Registration'.

Click 'Select concurrent award', Click 'Select a level', Click 'Select a Registered Student' and select the required student, Click 'Confirm Concurrent Registration' to submit the registration onto the new award, or click 'Cancel' if you do not wish to confirm the registration.

4.7 Edit Student Details (available all year)

Only certain student details are permitted to be amended by institutions, for example if a student has changed name due to marriage (See Appendix 1 for guidelines on student names), or a name, date of birth, address or gender has previously been submitted incorrectly.

Click 'Edit Student Details' Click 'Select a Registered Student' and select the required student, Click 'Update Details' or click 'Cancel' if you do not wish to confirm the changes.

4.8 Confirming Continuing Students

Once you have completed all Student Maintenance functions (withdrawals, transfers etc.), you must confirm via the VALENCIA system, that all remaining students are continuing their study on their registered award.

Click 'Confirm Continuing Students', again Click 'Confirm Continuing Students' or click 'Home' if you do not want to confirm students at this point.

You can export a file of the continuing students to an Excel file, which you can save on your own server for your reference. The exported data will include the OUVS ID per student, which is our unique reference for each student. (See section 6 below.)

For reference and in order to support Student Maintenance function.

On the right-hand side, you have for your reference the list of students, organised by status, already either registered or conferred on the award. As you do the Student Maintenance, you will see the changes reflected in this list of students.

5 Find Student

At the left-hand side of the 'Select an award' screen, there is a 'Find Student' button, for you to check any particular student details before you start the process. All OUVS student records for your institution, including all current and conferred students as well as any deferred, referred, re-sit or withdrawn students (but not including any students currently in the process of being conferred by the OU), are available to be searched.

You cannot amend any student details via the Find Student screen, it is for reference only. If you have any queries relating to a particular student, please mail OUVP-aftercare@open.ac.uk

Click 'Find Student' 'Select Search Criteria' ('Search by Name', 'Search by OUVS ID' or 'Search by Institutional Reference').

6 Export

At the left-hand side of the 'Select an award' screen, there is also an 'Export' button, where you can download details of students on awards to an Excel file which you can save to your own computer. The Export screen is available either before or after you have completed your registrations and/or student maintenance. The set of student data it returns will reflect the current status of students on that awards.

Click 'Export, Click 'Select an award', Click 'Select student status to export', click 'Export' to produce an Excel file you can save to your own computer.

7 Completion of the Session

You should continue with all awards and functions until you have completed everything you are required to do within the session, time allowing. Please note you can part complete student registrations for each award and come back to the remaining uploads later.

You must complete each process of uploading and error rectifying in full. Failure to complete the full process per award when uploading a file can cause significant errors within the system and result in corrupted or lost data.

APPENDIX I: OUVP Registration Codes and guidance

This appendix explains the codes which must be applied per student, in the appropriate Excel field, as introduced in Section 3.

For each validated award that has new students, you should prepare (or download and prepare) an Excel file, one per validated award, of new student details, according to the specification below.

A 'new student' is defined as a student studying for an OU-validated award, who has **never previously been registered with OUVP (The Open University)**. This will be those students who have begun their study since the institution last registered students with OUVP (The OU), whether they have begun the programme at entry level or are a direct entry student into the second or later years of a programme.

Students who have been registered previously with OUVP, in any capacity and at any time in the past, should be dealt with via the Student Maintenance section of the VALENCIA website (see Section 4 of this guidance), and not included in your Excel file of new students.

For every validated registerable award at your institution, you must submit a separate Excel file of new students **or** engage with Student Maintenance.

3.1 Excel Specification

- Each separate Excel file should follow this specification exactly, in order that you can submit your Excel files to the VALENCIA system. If the Excel files are not prepared according to this specification, your data will not load.
- You can download an example Excel file to use as your template (Excel 97-2003 and 2007+). After you have downloaded the new registrations template, please ensure you do not delete the header row.
- Each Excel file must have the following columns A-R in the file, in the specified order, left to right.
- **Column S (Location) is only applicable to the Arab Open University and must be left blank for all other institutions.**

	<i>Column A</i>	<i>Column B</i>	<i>Column C</i>	<i>Column D</i>	<i>Column E</i>	<i>Column F</i>	<i>Column G</i>	<i>Column H</i>
	<i>Inst Student Ref</i>	Firstname(s)	Surname	Date of Birth	Gender	Mode of Study	Academic Level of Study	Title
<i>Data Type:</i>		Text	Text	Date/Time	Text	Text	Text	Text
<i>Length/Format:</i>		Up to 50 characters	Up to 50 characters	UK 4-yr format i.e. dd/mm/yyyy	See attached list of Gender codes	See attached list of Mode codes	See included list of Level Codes, page 8	Mr, Miss, Mrs, etc

<i>Column I</i>	<i>Column J</i>	<i>Column K</i>	<i>Column L</i>	<i>Column M</i>	<i>Column N</i>	<i>Column O</i>	<i>Column P</i>
Address Line 1	Address Line 2	Address Line 3	Address Line 4	Address Line 5	Country Name	Postcode	Telephone No

<i>Column Q</i>	<i>Column R</i>	<i>Column S</i>
Mobile No	Email Address	Location

Inst Student Ref (Column A)

A reference number for the student featuring numbers/letters as defined by the institution.

This is a mandatory field.

Firstname(s) and Surname (Columns B and C)

Both are typically mandatory fields.

- Please ensure that full legal names of students are given, and that they are correct in every respect i.e. all names are included and correctly spelt, in the appropriate upper and lower cases; names are in the correct order and include any written accent marks and other special characteristics. Institutions are strongly urged to register students' names from the evidence of a birth certificate or passport.
- Single initials of any Firstname(s)/Surname will not be accepted.
- Names submitted in all capitals will not be accepted.
- Names of students which are not in conventional UK style, for example students from overseas where there is no differentiation between family name and other names, should be entered in the order they are required to be printed on the certificate, left to right i.e. put the first part of the name that is required to appear on the certificate, in the 'Firstname(s)' column, and a decision will need to be made if including further names in 'Firstname(s)', there will need to be at least one name in the 'Surname' column. If a student has only one given name, this should be entered in the 'Surname' column.
- If unsure, institutions are urged to confirm with individual students exactly how their name is required to be printed on the certificate.
- Once student names have been submitted, VALENCIA will be available all year for you to make any changes, for example if a student's name changes due to marriage etc. Please note once a student has been conferred we will be unable to allow changes to their name via the Valencia portal. If, however, a student confers and it is subsequently established that the name submitted by the institution was incorrect, there is a charge applicable per reprinted certificate (currently £46, in 2014).

This is a mandatory field.

Date of Birth (Column D)

This information is required for OUVF statistical returns to government and other higher education agencies. It is essential to record the student's correct Date of Birth.

Date of Birth must be entered in UK 4-yr format i.e. dd/mm/yyyy (day/month/year).

This is a mandatory field.

Gender (Column E)

This information is required for OUVF statistical returns to government and other higher education agencies. It is essential to record each student's gender.

Gender must be specified per student using one and only one of the codes listed below:

<i>Gender Code</i>	<i>Meaning:</i>
M	Male
F	Female

This is a mandatory field.

Mode of Study (Column F)

This information is required for OUVF statistical returns to government and other higher education agencies.

Mode of Study must be specified per student using one and only one of the codes listed below:
Terminology for mode of study varies greatly between institutions – please choose whichever term is most applicable to the student's mode of study.

<i>Mode of Study Code</i>	<i>Meaning:</i>	<i>Notes:</i>
FT	Full-time	
PT	Part-time	Incorporating part-time day, part-time evening, or part-time day/evening
MM	Mixed mode	This applies when an individual student can move between FT and PT (or other) modes of study. Incorporates students studying by block learning or blended learning delivery modes
DL	Distance Learning	
DLFT	Distance Learning Full-Time	
DLPT	Distance Learning Part-Time	
SW	Sandwich	

This is a mandatory field.

Academic Level of Study (Column G)

This information is required for OUVF administrative purposes and for statistical returns to government and other higher education agencies.

Academic Level of Study must be specified per student using one and only one of the codes listed below:

Please note that the information required here is the academic level of study that the student is currently on. It does not refer to the level of award that the student is studying towards, and is not always synonymous with the student's year of study

Terminology for academic level of study can vary between institutions. The list provided below is derived from the QAA Qualifications Framework for England, Wales and Northern Ireland, and the SCQF Qualification Framework for Scotland, which all Open University validated awards must adhere or be comparable to.

<i>Academic Level of Study Code</i>	<i>Applies to:</i>
4	England / Wales / Northern Ireland / Overseas Undergraduate Stage 1
5	England / Wales / Northern Ireland / Overseas Undergraduate Stage 2
6	England / Wales / Northern Ireland / Overseas Undergraduate Honours Degree Stage 3, Post Graduate Certificate of Education, GradCert, GradDip
SHE1	Scottish Undergraduate Stage 1
SHE2	Scottish Undergraduate Stage 2
SHE3	Scottish Undergraduate Stage 3, Bachelors Degree level, Scottish GradCert, Scottish GradDip
SHEH	Scottish Undergraduate Honours Degree level, Scottish GradCert, Scottish GradDip
M	Masters level, Postgraduate Diploma and Postgraduate Certificate level, Post Graduate Certificate of Education
D	Professional Doctorate

This is a mandatory field.

Title (Column H)

Mr, Mrs, Miss, Dr etc. **Although not a mandatory field, please include where known.**

Address Line 1 (Column I)

House number and street name of property if applicable. Please include PO Box **NUMBER** if appropriate. For example; **PO Box 3322**

This is a mandatory field.

Address Line 2 (Column J)

Please include the area within the town/city, if relevant. (The town/city should be entered in Address Line 4.)
Not a mandatory field.

Address Line 3 (Column K)

Further address information if required. **Not a mandatory field.**

Address Line 4 (Column L) (Town/City)

Please use this field **only** for the town or city. Do not use line 2 or line 3 for this purpose. .

Addresses outside the UK:
Town/City (required) and Postcode/zipcode (if available).

For example; **Al-Safat 13033**

This is a mandatory field.

Address Line 5 (Column M)

Further address information if required. **Not a mandatory field.**

Country Name (Column N)

Please use the defined descriptors below.

Afghanistan, Aland Islands, Albania, Algeria, American Samoa, Andorra, Angola, Anguilla, Antarctica, Antigua and Barbuda, Argentina, Armenia, Aruba, Australia, Austria, Azerbaijan, Bahamas, Bahrain, Bangladesh, Barbados, Belarus, Belgium, Belize, Benin, Bermuda, Bhutan, Bolivia, Bonaire, St Eustatius and Saba, Bosnia and Herzegovina, Botswana, Bouvet Island, Brazil, British Indian Ocean Territory, Brunei, Darussalam, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Cape Verde, Cayman Islands, Central African Republic, Chad, Chile, China, Christmas Island, Cocos (Keeling) Islands, Colombia, Comoros, Congo, Congo (Democratic Republic of the), Cook Islands, Costa Rica, Côte d'Ivoire, Croatia, Cuba, Curacao, Cyprus, Czech Republic, Denmark, Djibouti, Dominica, Dominican Republic, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Estonia, Ethiopia, Falkland Islands (Malvinas), Faroe Islands, Fiji, Finland, Former Yugoslav Republic of Macedonia, France, French Guiana, French Polynesia, French Southern Territories, Gabon, Gambia, Georgia, Germany, Ghana, Gibraltar, Greece, Greenland, Grenada, Guadeloupe, Guam, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Heard and McDonald Islands, Holy See (Vatican City State), Honduras, Hong Kong, Hungary, Iceland, India, Indonesia, Iran (Islamic Republic of), Iraq, Israel, Italy, Jamaica, Japan, Jordan, Kazakhstan, Kenya, Kiribati, Korea (Democratic People's Republic of), Korea (Republic of), Kuwait, Kyrgyzstan, Lao People's Democratic Republic, Latvia, Lebanon, Lesotho, Liberia, Libya, Liechtenstein, Lithuania, Luxembourg, Macau, Madagascar, Malawi, Malaysia, Maldives, Mali, Malta, Marshall Islands, Martinique, Mauritania, Mauritius, Mayotte, Mexico, Micronesia, Moldova, Monaco, Mongolia, Montenegro, Montserrat, Morocco, Mozambique, Namibia, Nauru, Nepal, Netherlands, New Caledonia, New Zealand, Nicaragua, Niger, Nigeria, Niue, Norfolk Island, Northern Mariana Islands, Norway, Oman, Pakistan, Palau, State of Palestine, Panama, Papua New Guinea, Paraguay, Peru, Philippines, Pitcairn, Poland, Portugal, Puerto Rico, Qatar, Republic of Ireland, Reunion, Romania, Russian Federation, Rwanda, Saint Barthelemy, Saint Kitts and Nevis, Saint Lucia, Saint Martin (French part), Saint Vincent and The Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Senegal, Serbia, Seychelles, Sierra Leone, Singapore, Sint Maarten (Dutch part), Slovakia, Slovenia, Solomon Islands, Somalia, South Africa, South Georgia and the South Sandwich Islands, South Sudan, Spain, Sri Lanka, St Helena, Ascension and Tristan da Cunha, St. Pierre and Miquelon, Sudan, Suriname, Svalbard and Jan Mayen Islands, Swaziland, Sweden, Switzerland, Syrian, Arab Republic, Taiwan (Province of China), Tajikistan, Tanzania (United Republic of), Thailand, Timor-Leste, Togo, Tokelau, Tonga, Trinidad and Tobago, Tunisia, Turkey, Turkmenistan, Turks and Caicos Islands, Tuvalu, Uganda, Ukraine, Union of Myanmar, United Arab Emirates, United States Minor Outlying Islands, United States of America, Uruguay, Uzbekistan, Vanuatu, Venezuela, Viet Nam, Virgin Islands (British), Virgin Islands (US), Wallis and Futuna Islands, Western Sahara, Yemen, Zambia, Zimbabwe, United Kingdom.

This is a mandatory field.

Postcode (Column O)

For UK addresses this is mandatory and should not be used unless a UK postcode is known.

Telephone No (Column P)

Required, **no spaces**. UK example; 01908332555, **no spaces**.

Please use international prefix before students' number for non-UK numbers. Non-UK example; 0096525329013, **no spaces**.

Mobile No (Column Q)

Required, **no spaces**. UK example; 07799988877, **no spaces**. Non UK example; 0034662818283, **no spaces**.

Email Address (Column R)

This is a mandatory field.

Location (Column S)

Leave blank.

Completing the upload - Checklist

Before attempting to upload the file via VALENCIA, check:

- You know where on your computer the file is saved.
- The file is closed – you will get an error if you try to load the file via VALENCIA whilst it is open.
- The file should have 18 columns as specified above (**last column should be included but left blank**).
- The correct codes have been used in the appropriate columns – see above for guidance for applicable codes and descriptors.
- All dates of birth are in the format dd/mm/yy or dd/mm/yyyy and check the Date of Birth column is formatted as a 'Date'.

Guidance on uploading the file are given in Section 3.

Should you encounter repeated errors which you are unable to rectify when attempting to load Excel files via VALENCIA, please email the file(s) to 'OUVP-aftercare@open.ac.uk', ensuring that the file has an appropriate name that identifies the award to which it pertains.