

---

## Appendix III: Decisions

### Table of Contents

[Appendix III: Decisions](#)

[Transaction Code /Decision Code Matrix for UCAS Applications](#)

[Transaction Code /Decision Code Matrix for GTTR Applications](#)

[Transaction Code /Decision Code Matrix for NMAS Applications](#)

## 1 Appendix III: Decisions


This section includes the following sub-sections:

- Transaction Code /Decision Code Matrix for GTTR Applications
- Transaction Code /Decision Code Matrix for NMAS Applications
- Transaction Code /Decision Code Matrix for UCAS Applications

### 1.1 Transaction Code /Decision Code Matrix for UCAS Applications

| Transaction Code   | Decision Code                  | Comment /Activity   |
|--|--------------------------------|---|
| LA<br>(Amended<br>Decision)<br><br>Note that LA<br>transaction<br>code is invalid<br>for route B<br>courses. | <b>R</b> - rejection           |   |
|  | <b>W</b> - Withdrawal          |   |
|  | <b>C</b> - Conditional Offer   |   |
|  | <b>U</b> - Unconditional Offer |   |
| <b>LC</b> - course code correction   | Not Required                   | This transaction is used to correct a course code   |
| <b>LD</b> (First decision)   | <b>R</b> - rejection           |   |
|  | <b>W</b> - withdrawal          |   |
|  | <b>C</b> - Conditional Offer   |   |
|  | <b>U</b> - Unconditional Offer |   |
| <b>LE</b> (institution extra choice)   | Not Required                   | - This transaction is used to request star (*) records and or a copy form details for an applicant who has applied via the Extra scheme   |
| <b>LK</b> (Stop Decision)  | Not Required                   | For an offer or withdrawal decision this must be transmitted on the same working day as an offer. Can only be used if decision has not been communicated to applicant. Cannot be used to stop an amended decision |
| <b>PE</b> (Applicant Enquiry)  | Not Required                   | - This transaction is used to record a an applicant enquiry   |
| <b>RA</b> (UF amendment)   | Not Required                   | Used to inform of change of year and or course after the applicant has become UF including those who are UF during clearing   |

| <b>Transaction Code</b>              | <b>Decision Code</b>  | <b>Comment /Activity</b>  |
|--------------------------------------|---|---|
| <b>RD</b><br>(confirmation decision) | Not Required  | Used to inform that applicant has satisfied the conditions of a previous conditional offer  |
| <b>RE</b> (E request)                | Not Required  | Used to request a copy application form, requests may only be submitted for applicants who are eligible for EXTRA or Clearing   |
| <b>RK</b> (Stop Confirmation)        | Not Required  | Use to remove a confirmation decision transmitted to UCAS in error. This must be transmitted on the same working day as the initial transaction. Can only be used if decision has not been communicated to applicant. Cannot be used to stop a change course confirmation decision. |
| <b>RQ</b> (Clearing Form Request)    | Not Required  | Similar to RE request   |
| <b>RR</b> (release into clearing)    | . Not Required  | This transaction has no effect until clearing starts  |
| <b>RW</b> (UF withdrawal)            | Not Required  | Used to withdraw an applicant upon notification to the institution that the applicant no longer intends to take up a place.   |
| <b>RX</b> (Clearing Decision0)       | <b>A</b> – Acceptance –<br>All other decision codes are invalid |   |

 See Section 4 (Institution Transactions) of UCAS Marvin User Manual 2005 Issue 1.0 for detailed explanations of transactions and decisions.

## **1.2 Transaction Code /Decision Code Matrix for GTR Applications**

| Transaction Code           | Decision code  | Comment |
|----------------------------|--|---------|
| <b>LD (First Decision)</b> | <b>R</b> - rejection   |         |
|                            | <b>W</b> - withdrawal  |         |
|                            | <b>C</b> - Conditional Offer   |         |
|                            | <b>U</b> - Unconditional Offer   |         |
|                            | <b>E</b> - Not qualified in English  |         |
|                            | <b>I</b> Notification of Interview - the free format area must hold the date of the interview.   |         |
|                            | <b>M</b> - Not qualified in maths  |         |
|                            | <b>S</b> - Not qualified in Science  |         |
|                            | <b>X</b> Applicant wishes from to be returned to GTTR for further circulation  |         |
|                            | <b>G</b> Indicates a course was closed after the applicant applied. (The applicant may be referred back - if the course is opened again. |         |

| <b>Transaction Code</b>   | <b>Decision code</b>  | <b>Comment</b>   |
|---|---|--|
| <b>LA</b> (Amended Decision)<br><br>Note that this transaction is used to inform GTTR of a second or subsequent decision usually following negotiation with applicant | <b>R, W, E, M, S, X, G</b><br>(unsuccessful)  | Only used if original decision and reply is I (Notification of Interview). Or C – No reply.  |
|   | <b>I</b> Interview Date   | Only used if original decision and reply is W, R, E, M, S, X or G –<br>Or I – (to notify change of interview date)                                       |
|   | <b>C</b> – Conditional Offer  | Only used if original decision and reply is W, R, E, M, S, X or G –<br>Or I – (to notify change of interview date)<br>Or C – no reply                    |
|   | <b>U</b> – Unconditional Offer  | Only used if original decision and reply is W, R, E, M, S, X or G –<br>Or I – (to notify change of interview date)<br>Or C – no reply                    |
|   | <b>C+chge</b><br>crse/camp/mod/yr/mth<br>/ptime   | Only used if original decision and reply is W, R, E, M, S, X or G –<br>Or I – (to notify change of interview date)<br>Or C – no reply<br>Or CF           |
|   | <b>U+chge</b><br>crse/camp/modyr/mth/<br>ptime  | Only used if original decision and reply is W, R, E, M, S, X or G –<br>Or I – (to notify change of interview date)<br>Or C – no reply<br>Or U – no reply |
| <b>LE (institution extra choice)</b>  | Used to request star (*) transactions and to copy form details for an applicant who has applied using EXTRA passport. | No decision code Required  |

| <b>Transaction Code</b>           | <b>Decision code</b>   | <b>Comment</b>   |
|-----------------------------------|--|--|
| <b>LK (Stop Decision)</b>         | Only used to remove a decision transmitted to GTTR in error as long as decision has not been communicated to applicant. Must be transmitted on same working day as the decision. | No decision code Required  |
| <b>PE (Applicant Enquiry)</b>     | - This transaction is used to record a an applicant enquiry  | No decision code Required  |
| <b>RA (UF amendment)</b>          | Used to inform GTTR of change of course, campus or modular flag and/or year/month and/or part time flag after the applicant has become UF. This is used in EXTRA and CLEARING.   | No decision code Required  |
| <b>RD (confirmation decision)</b> | <b>A</b> – accept<br>Or <b>R</b> – rejection   | If decision is A, a course/campus/modular flag and of entry year/month and or part time flag element may be present.   |
| <b>RK (Stop Confirmation)</b>     |  | Use to remove a confirmation decision transmitted to GTTR in error. This must be transmitted on the same working day as the initial transaction. Can only be used if decision has not been communicated to applicant. Cannot be used to stop a change course confirmation decision |
| <b>RW (UF withdrawal)</b>         | Used to withdraw an applicant upon notification to the institution that he/she no longer intends to take up his or her UF place.   | No decision code Required  |
|                                   |  |  |

### 1.3 Transaction Code /Decision Code Matrix for NMAS Applications

| Transaction Code   | Decision code                         | Comment  |
|--|---------------------------------------|--|
| <b>LD (First Decision)</b>   | <b>R</b> – rejection after interview  |  |
|  | <b>W</b> – withdrawal                 | Must include a reason within the free-format area, e.g. non-attendance at interview. |
|  | <b>B</b> – rejection before interview |  |
|  | <b>U</b> - Unconditional Offer        | Must include the year and month of entry within the free format area.                |
|  | <b>S</b> – Recruitment suspended.     |  |
|  | <b>F</b> – Fully booked               | All intakes full.  |
| <b>LA</b> (Amended Decision)<br><br>Note that this transaction is used to inform NMAS of a second or subsequent decision usually following negotiation with applicant<br>An amended decision may not be used to 'rescind' and offer made in error. | <b>B</b> – reject before interview    | <i>NOT ALLOWED</i>   |
|  | <b>F</b> – course full                | <i>NOT ALLOWED</i>   |
|  | <b>R</b> Reject after interview       | <i>NOT ALLOWED</i>   |
|  | <b>S</b> – Stopped Recruitment        | <i>NOT ALLOWED</i>   |
|  | <b>W</b> - Withdrawal                 | <i>NOT ALLOWED via LA but maybe achieved via RR or RW</i>                            |
|  | <b>U</b> – Unconditional Offer        | <b>ALLOWED</b> as long as the applicant is not UF at another choice                  |
| <b>LC</b> – Course code correction used to alter course code at NMAS prior to decision held on candidate, also used to change campus code.   | No decision code required.            | Used to correct course codes.  |

| <b>Transaction Code</b>            | <b>Decision code</b>      | <b>Comment</b>   |
|------------------------------------|---------------------------|--|
| <b>LK</b> (Stop Decision)          | No decision code Required | Only used to remove a decision transmitted to NMAS in error as long as decision has not been communicated to applicant. Must be transmitted on same working day as the decision. |
| <b>PE</b> (Applicant Enquiry)      | No decision code Required | - This transaction is used to record a an applicant enquiry  |
| <b>RA</b> (UF amendment)           | No decision code Required | Used to inform NMAS of change of course, campus or modular flag and/or year/month and/or part time flag after the applicant has become UF. This is used in CLEARING              |
| <b>RR</b> (Release into clearing.) | No decision code Required | Used to release a committed candidate (UF in four choices or accepted in Clearing)   |
| <b>R W</b> (UF withdrawal)         | No decision code Required | Used to withdraw an applicant upon notification to the institution that he/she no longer intends to take up his or her UF place.   |
| <b>RX (Clearing Decision)</b>      | No decision code Required | Using for clearing only. In clearing NMAS only requires notification of acceptance and applicable course/campus code and year/month.   |



