Where to Find Programme Convening

Teaching > Convening > Programme Convening

Programme Convening table

<table>
<thead>
<tr>
<th>Programme</th>
<th>Qualification</th>
<th>Mode</th>
<th>Entry Cohort</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthropology of Genetic Engineering (L1294U)</td>
<td>BA</td>
<td>FT</td>
<td>2006</td>
<td>17 students</td>
</tr>
<tr>
<td></td>
<td>BA</td>
<td>FT</td>
<td>2006</td>
<td>21 students</td>
</tr>
<tr>
<td></td>
<td>PT</td>
<td>2004</td>
<td></td>
<td>22 students</td>
</tr>
<tr>
<td>Anthropology with French (L1357U)</td>
<td>PT</td>
<td>2003</td>
<td>✔</td>
<td>4 students</td>
</tr>
</tbody>
</table>

This table is the entry point for information on

- the Programmes you convene
- the students attached to your Programmes

You can see information for all cohorts on a programme for any academic year in which you have been the Programme Convenor.

To view information for students who have left or who have completed their programmes, click on ‘All Students’. Where a ✔ appears after the year in the ‘Entry Cohort’ column, all students in that cohort have completed their programme.

**If your programme is not listed, please confirm your Convenor role with your Curriculum Officer.**

Programmes are ordered by programme code.

Clicking the link in the ‘Entry Cohort’ column takes you to the ‘Programme Details’ page, on which you can select to view Programme Details, Programme Roles, Syllabus, and Learning Outcomes.

Clicking the link in the ‘Students’ column takes you to a list of students for the respective entry cohort.

To view information for students who have left or who have completed their programmes, click on ‘All Students’ in the table sub-header. Where a ✔ appears after the year in the ‘Entry Cohort’ column, all students in that cohort have completed their programme.

Green tick shows that all students in the cohort have completed their programme.

The links in the ‘Students’ column take you to a list of students for the respective entry cohort.

The links in the ‘Entry Cohort’ column take you to the ‘Programme Details’ page.

The links in the ‘Students’ column take you to a list of students for the respective entry cohort.
Programme Details page

The Programme Details page displays by default just the 'Programme Details' table. To view the 'Programme Roles', 'Syllabus', or 'Learning Outcomes' tables, select them from the Page Options along the top of the page. **If any details are incorrect, please contact your Curriculum Officer.**

![Page Options buttons]

Programme Details table

This table displays details for your programme.

![Programme Details table]

Programme Roles table

This table displays a list of:
- Programme Contacts
- Contacts for Courses attached to the Programme
- SACs [School Administrator for Curriculum]
- Departmental Co-ordinators
- Director of UG or PG Studies

To Exclude Course Contacts, click on the button in the table sub-header.

To email those listed, click on the icon in the table header. Note: Programme Contact type 'External Examiner' does not appear on email lists.

![Programme Roles table]

[Click to view photos of your programme contacts]
[Click to email your programme contacts]
[Click to exclude course contacts]
Syllabus table

Syllabus: Anthropology of Genetic Engineering (2006 entry)

This table lists the compulsory and optional course units that make up your degree programme. This information is also available from the website for your department.

<table>
<thead>
<tr>
<th>Year</th>
<th>Term</th>
<th>Status</th>
<th>Course Title</th>
<th>Code</th>
<th>Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AUT/SPR</td>
<td>Core course</td>
<td>Cellular Sociology</td>
<td>X1007</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td></td>
<td>AUT/LMN</td>
<td>1 from this option group OR....</td>
<td>Individual Study (Anthropology Learning Contract)</td>
<td>X1208</td>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 from this group</td>
<td>English for Academic Purposes 1 - Intermediate Reading &amp; Writing (AtC)</td>
<td>Y3402</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>English for Academic Purposes 2 - Intermediate Listening &amp; Speaking (AtC)</td>
<td>Y3404A</td>
<td>1</td>
<td>6</td>
</tr>
</tbody>
</table>

Learning Outcomes table

Learning Outcomes: Anthropology of Genetic Engineering (2006 entry)

At the end of the programme, the successful student will:

1. Be able to demonstrate their understanding of the Genetic Engineering system at a variety of levels from behaviour to the molecular mechanisms underlying genetic processing.
2. Be able to explain how findings, methods, and concepts from other disciplines e.g., experimental sociology, molecular engineering, evolution, the physical sciences, is relevant to the understanding of Genetic Engineering.
3. Be able to demonstrate knowledge of the current state of research and understanding in Genetic Engineering.
4. Be able to show an appreciation of the breadth of material covered in modern Genetic Engineering.
5. Be able to describe mechanisms for life processes and appreciate how the physiology of an organism fits it for its environment.

This table displays a list of learning outcomes for your programme.
Students on Programme table

This table is reached from the main Programme Convening page, by clicking on a link in the 'Students' column.

This table displays a list of students on your programme for the selected entry cohort. To switch between entry cohorts, use the drop-down in the table sub-header.

To view all students, including those who have left the University, changed programmes, or completed their programme, click on 'All Students' in the table sub-header. If any students have changed programmes, the 'Programme' column will then display the name of the programme to which a student has moved. This will be shown with a pink background colour.

Students with support needs are shown with an orange background colour. You may optionally read their support documentation from their 'Student Details' page, which is accessed by clicking on their name.

NB: All data shown here are fictitious.

<table>
<thead>
<tr>
<th>Student</th>
<th>Programme</th>
<th>Year</th>
<th>Status</th>
<th>Mode</th>
<th>Reg. No.</th>
<th>Username</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ebbleston, Denise QY</td>
<td>Anthropology of Genetic Engineering</td>
<td>2</td>
<td>Completed</td>
<td>FT</td>
<td>20426652</td>
<td>eb28</td>
<td>Anthropology</td>
</tr>
<tr>
<td>Eggyony, Frieda A</td>
<td>Anthropology of Genetic Engineering</td>
<td>3</td>
<td>Completed</td>
<td>FT</td>
<td>20402022</td>
<td>fake20</td>
<td>Anthropology</td>
</tr>
<tr>
<td>* Glickbeer, Emma</td>
<td>Anthropology of Genetic Engineering</td>
<td>3</td>
<td>Registered</td>
<td>FT</td>
<td>20403456</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holliday, Connor</td>
<td>Ecology &amp; Conservation</td>
<td>3</td>
<td>Intermitting</td>
<td>FT</td>
<td>20451111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kundalini, Charlotte</td>
<td>Anthropology of Genetic Engineering</td>
<td>3</td>
<td>Completed</td>
<td>FT</td>
<td>20429990</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This table displays a list of students on your programme for the selected entry cohort. To switch between entry cohorts, use the drop-down in the table sub-header.

To view all students, including those who have left the University, changed programmes, or completed their programme, click on 'All Students' in the table sub-header. If any students have changed programmes, the 'Programme' column will then display the name of the programme to which a student has moved. This will be shown with a pink background colour.

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V&E students due to leave at Easter are displayed with an Easter Egg 🥚. Those due to leave at Christmas are displayed with a holly leaf 🌿. Intercalated students (that is, BSMS students who spend one year studying in Life Sciences) are displayed with a syringe 🎈.

Click a name in the 'Student' column to see further details on that student, such as their courses and grades.
Student Details page

This page displays the 'Student Details' table and the 'Course Results' table.

Student Details table

This table displays information on your selected student. If the student has any student support documentation, you may optionally view this by clicking on the link in the orange box.

Course Results table

This table displays your selected student's course results. You can click on the links to view further information.
Programme Directory

This is available from  Searches > Directories > Programme Directories

The Programme Directory allows you to search for Programmes at Sussex.

The directory is not case sensitive. You may enter information into one or more fields. You may enter part or all of a search term. For example, to find a Programme whose code is X1234U, you may enter X123, 23, 34U, and so on.

Click on 'Search' in the table header to view your results.

If you are the Programme Convenor for any of the Programmes in the search results list, the Programme will be highlighted and you will be able to click on the link in the 'Entry Cohort' column and the 'Students' column to take you to information on your programmes and the students on those programmes.