

SSTU0033 - Course Maintenance

To Search for a Course

To select an existing Course:

Enter either the Course Code or the Course title. (If the word may not be the first word of the title then place a % in front of the word being searched for.)

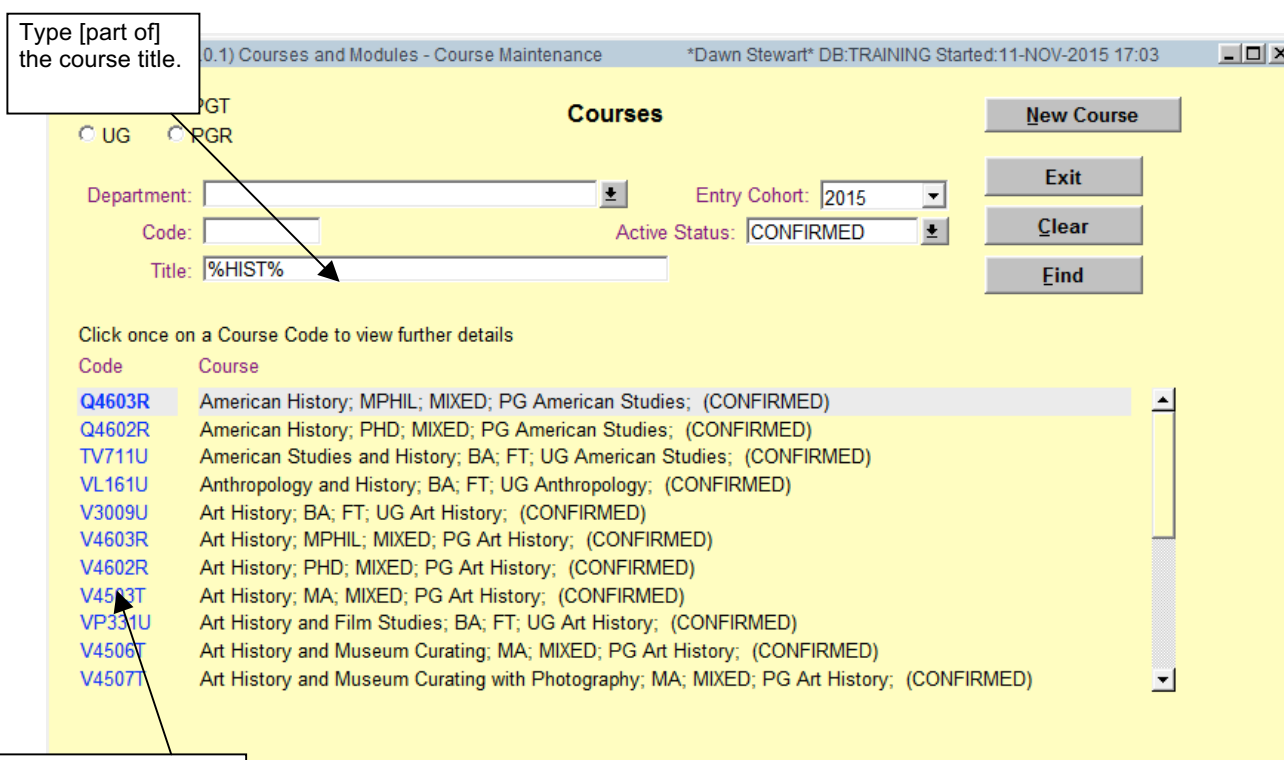
If you want to select confirmed Courses only enter CONFIRMED in the Active Status field. Amend the Entry Cohort field if you want to select a different cohort from the current one

Click on **Find**. A list of matching Courses is displayed. Move the cursor to the Course required and click on the code.

To add a new course

Click on **New Course** and a blank course screen will be opened ready to be completed.

To search again first press **Clear**



0.1) Courses and Modules - Course Maintenance *Dawn Stewart* DB:TRAINING Started:11-NOV-2015 17:03

Courses

Department: Entry Cohort: 2015

Code: Active Status: CONFIRMED

Title: [%HIST%]

New Course

Exit

Clear

Find

Click once on a Course Code to view further details

Code	Course
Q4603R	American History; MPHIL; MIXED; PG American Studies; (CONFIRMED)
Q4602R	American History; PHD; MIXED; PG American Studies; (CONFIRMED)
TV711U	American Studies and History; BA; FT; UG American Studies; (CONFIRMED)
VL161U	Anthropology and History; BA; FT; UG Anthropology; (CONFIRMED)
V3009U	Art History; BA; FT; UG Art History; (CONFIRMED)
V4603R	Art History; MPHIL; MIXED; PG Art History; (CONFIRMED)
V4602R	Art History; PHD; MIXED; PG Art History; (CONFIRMED)
V4593T	Art History; MA; MIXED; PG Art History; (CONFIRMED)
VP331U	Art History and Film Studies; BA; FT; UG Art History; (CONFIRMED)
V4506T	Art History and Museum Curating; MA; MIXED; PG Art History; (CONFIRMED)
V4507T	Art History and Museum Curating with Photography; MA; MIXED; PG Art History; (CONFIRMED)

To enter details for a new Course

Code: If a course code ends in U and Classification (Level of Study) is not recorded it will be set to UG by default; if it ends in T or R Level of Study will default to PG. If a course ends in R and Nature of Study (Taught or Research) is not recorded it will be set to Research; otherwise it will be to Taught.

Entry Cohort: Required. Must be between 1990 and 2100.

If Entry Date is null it will by default be set to 01-OCT of the entry year. If an entry date has already been recorded it must be on or after 01-AUG of the entry year and before 30-SEP of the year following the entry year. If course periods have already been recorded the start date of the first period must be on or after 01-AUG of the entry year.

If the entry year is before 2007 and the Online Application Flag has been set to Y it will be set to null; if entry year is on or after 2007 and application type is PG and application method text is null and online application flag is null it will be set to Y.

Entry Date: Required.

There is validation that Entry Date is compatible with the course Entry Year. It must be on or after 01-AUG of the entry year and before 30-SEP of the year following the entry year. If course periods have already been recorded the start date of the first period must be on or the Entry Date.

N.B. A course's Entry Date together with FT Duration or PT Duration is used to calculate an Expected End Date for students on taught courses.

Level of Study: Required. PG or UG.

Selecting a Level of Study may set a default Application Type.

- If Department is CCE and Main Award is not Visiting and Level of Study is UG and Application Type is null it will be set to CCE.
- If Department is ISS and Level of Study is UG and Application Type is null it will be set to Summer School.
- If Department has been recorded and it is not CCE or ISS and Main Award is Visiting and Level of Study is UG and Application Type is null it will be set to V&E.
- If Department has been recorded and it is not CCE or ISS and Main Award is not Visiting and Level of Study is UG and Application Type is null it will be set to UCAS.
- If Level of Study is PG and Application Type is null it will be set to PG.

Selecting a Level of Study may set a default Online Application Flag.

- If the Entry Year is on or after 2007 and application type is PG and application method text is null and the Online Application flag is null it will be set to Y.
- If Main Award has been recorded there is a check to ensure that this is compatible with the Level of Study.

Mode of Attendance: Required. FT, PT or MIXED.

If a FT MoA is selected and a PT Duration has been recorded this will set to null. If a PT Duration is selected and an FT Duration has been recorded this will be set to null.

The Course Mode of Attendance must be compatible with any Course Periods that might exist. It cannot be FT if there are PT Course Periods and it cannot be PT if there are FT Course Periods.

Main Award: Required. Validated using attainments list.

Selecting a Main Award may set a default Application Type.

- If Department is CCE and Main Award is not Visiting and Level of Study is UG and Application Type is null it will be set to CCE.

- If Department has been recorded and it is not CCE or ISS and Main Award is Visiting and Level of Study is UG and Application Type is null it will be set to V&E.
- If Department has been recorded and it is not CCE or ISS and Main Award is not Visiting and Level of Study is UG and Application Type is null it will be set to UCAS.

Department: Required.

Selecting a Department may set a default Application Type.

- If Department is CCE and Main Award is not Visiting and Level of Study is UG and Application Type is null it will be set to CCE.
- If Department is ISS and Level of Study is UG and Application Type is null it will be set to Summer School.
- If Department has been recorded and it is not CCE or ISS and Main Award is Visiting and Level of Study is UG and Application Type is null it will be set to V&E.
- If Department has been recorded and it is not CCE or ISS and Main Award is not Visiting and Level of Study is UG and Application Type is null it will be set to UCAS

Click to add a Course Element

The **Roll Forward** function is used to roll forward a course to subsequent years. It will only be necessary to use this button when you create a new course and the database has already been rolled forward for subsequent years.

NB There are restrictions on the use of this. The button will only be highlighted for use if the status is CONFIRMED, SUSPENDED or DRAFT', and if no future (i.e. next year) course exists.

When entering information using the various tabs, please press Save before selecting another tab.

As a general rule when first entering a course you should work through the tabs from left to right. (Modules cannot be entered until Periods have been completed.)

To Add Periods

- Select the academic year from the **Cal Occurrence** drop down list and enter the Course Period number, Mode of Attendance and Location
- Indicate if the Academic Year is a Year Abroad or a Sandwich Year for the cohort
- Indicate if the Academic Year is the Final Year for the cohort
- The Description field is a free format field which allows you to enter any information about the period of the course. Double click on the field to invoke the text editor and the field will expand to allow you to enter as much information as you want. A Year abroad should be entered here with a description of Year Abroad.
- Click on **More** to enter Progression information
- Press Save before moving on to other the tab options.

Course Details

Code: Q3018U Entry Cohort: 2015 Entry Date: 01-OCT-2015 Status: DRAFT

Award Title: Linguistics with French Main Award: BA

Short Title: Linguistics with French Department: English

Level: UG Taught or Research: Taught Course MoA: FT and PT

Buttons: Syllabus, Stu, App, Modules

Cal Occurrence	Per	Stage	Con	MoA	Location	YAB / Sandwich	Description	No App	No Stu
UGYR17/18	1	1		FT	FALMER				
UGYR18/19	2	2		FT	FALMER				
UGYR19/20	3	3		FT		Year Abroad			
UGYR20/21	4	4		FT	FALMER				

Buttons: Add, Delete, Save, Back

To View / Amend Courses

Click on the **Module** button to view Courses.
 You can view archived Course Modules by clicking the **View Archive** button

Q3018U (2015) English

Course Modules

MoA	Per	Block(s)	Syllabus Rule	Credit Level	Module Code	Module Name
FT	1	T1	Core	(C)	15	4 Q312
FT	1	T1	Core	(C)	30	4 Q312
FT	1	T1	Option	(O)	15	4 EENG
FT	1	T1	Option	(O)	15	4 Q3122
FT	1	T2	Core	(C)	15	4 Q3123
FT	1	T2	Core	(C)	30	4 Q3124
FT	1	T2	Option	(O)	15	4 EENG12
FT	1	T2	Option	(O)	15	4 Q3125
FT	2	T1	Option	(O)	15	5 EENG21
FT	2	T1	Option	(O)	15	5 Q3010
FT	2	T1	Option	(O)	15	5 Q3012
FT	2	T1	Option	(O)	15	5 Q3033
FT	2	T1	Option	(O)	15	5 Q3052
FT	2	T1	Option	(O)	15	5 Q3072

Total credits entered so far: 1995 Total credits using Syllabus Rules: 1950

Buttons: Add, Delete, Copy Modules, Amend Module, View Archive, Back

Callouts:

- Select a module and click to delete (points to 'Delete' button)
- Click on the module code or select the module and click Amend module (points to 'Amend Module' button)
- Click to view modules that have been attached to this course in the past (points to 'View Archive' button)

- Click on **Add** to add a new module

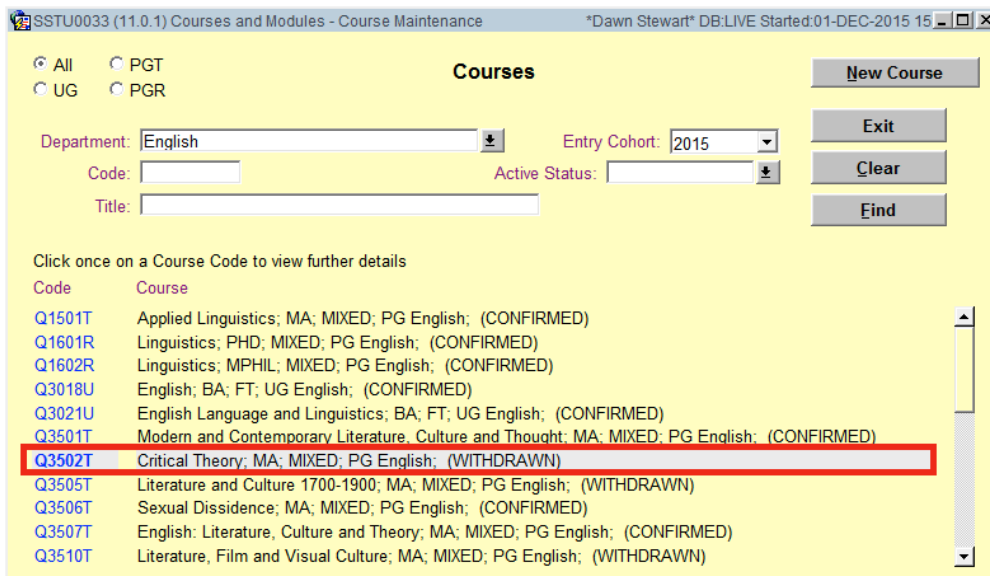
- Period, Module Element and course must be selected.
- The overall weight of the Module within the Course is for the calculation of the final assessment. In this example, there is no weight associated with the selected module as it is a period 1 module which does not contribute to the final assessment. The field is expressed in percentage terms so an example might be 10% or 8.5% etc.
- Either return to the list of modules using the **Back** button or press **Add** to add another module

To Copy modules between Courses

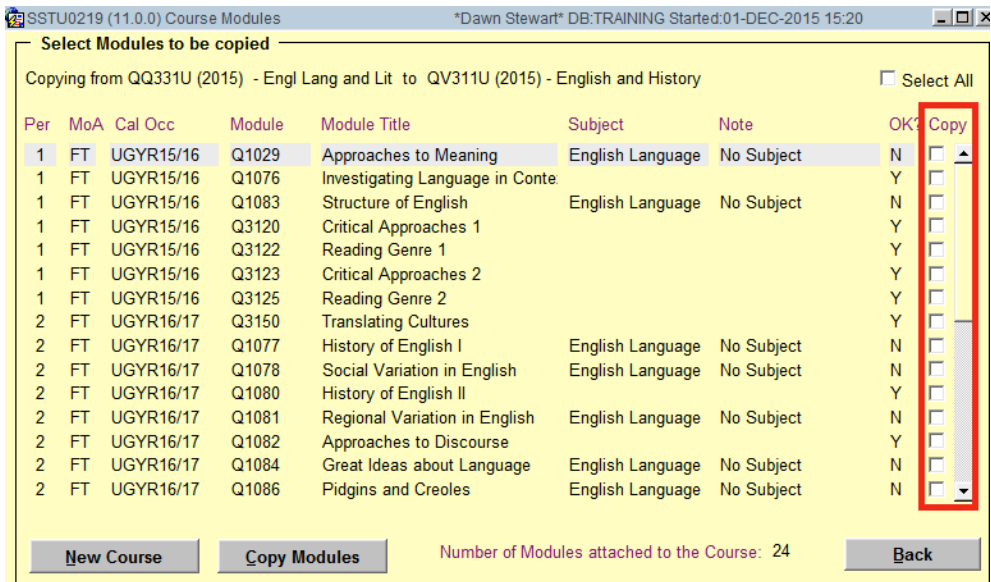
The Copy Modules button allows you to copy Module from one course cohort to another; or from one course period to another. If a module attached to the Course cohort you are copying from will not be valid for the course cohort you are copying to, the system will find a module, with the same module code, which is valid.

1. Select the Course that you wish to copy modules from and go to the Copy Modules tab.
2. Click the **Copy Modules** button and you will be invited to select a Course to copy Modules to.
3. Choose the Cohort you want to copy the modules to;
Choose the period(s) you want to copy the modules from / to;
Choose the course you want to copy the modules to.

MoA	Per	Block(s)	Syllabus Rule	Credit Level	Module	Module Title	Subject
FT	1	T1	Core	(C)	30	4 Q1029 Approaches to Meaning	English Language
FT	1	T1	Core	(C)	15	4 Q3120 Critical Approaches 1	
FT	1	T1	Core	(C)	15	4 Q3122 Reading Genre 1	
FT	1	T2	Core	(C)	15	4 Q1076 Investigating Language in Context	
FT	1	T2	Core	(C)	15	4 Q1083 Structure of English	English Language
FT	1	T2	Core	(C)	15	4 Q3123 Critical Approaches 2	
FT	1	T2	Core	(C)	15	4 Q3125 Reading Genre 2	
FT	2	T1	Option	(O)	15	5 Q1077 History of English I	English Language
FT	2	T1	Option	(O)	15	5 Q1081 Regional Variation in English	English Language
FT	2	T1	Option	(O)	15	5 Q1084 Great Ideas about Language	English Language
FT	2	T1	Option	(O)	15	5 Q1086 Pidgins and Creoles	English Language
FT	2	T1	Option	(O)	30	5 Q3131 Lit 1500-1625	
FT	2	T1	Option	(O)	30	5 Q3133 Lit 1625-1750	
FT	2	T1	Option	(O)	30	5 Q3135 Lit 1750-1880	



Clicking on a course code will open another page displaying modules to select to copy. These are modules belonging to the 'from' course where there is no existing record in the 'to' course for the same module.



'N' in the 'OK?' column indicates that the course will not copy successfully, as the system checks that:

- 1) The courses have matching subject elements (e.g. modules associated with a course with a subject element of French cannot be copied to a course that does not have a French course subject element).
- 2) There is a suitable module occurrence (e.g. 'N' may indicate the module has been withdrawn)

If the version of the module attached to the course you are copying from will not be valid for the Course you are copying to, then the system will offer you the 'current version' of the module.

Tick the **Copy** box for those courses you wish to copy and then click the **Copy Modules** button.

Click the **Back** button.

Course Contacts

Sussex Administrative Systems
 Tasks Edit Window Help
 SSTU0033 Programmes Jane Monaghan Database: TRAINING Started 05-JUN-2008 09:58

Programme Details
 Code: **Q1R11U** Entry Cohort: 2007 Entry Date: 01-OCT-2007 Status: CONFIRMED
 Award Title: Linguistics with French Main Award: BA
 Short Title: Linguistics w French Department: ENGLISH
 Level: UG Taught or Research: Taught Programme MoA: FT

Stu App Courses

Details Periods Accred Alt Awards Prospectus Apps HESA Texts **Contacts** History

Name	Contact Type	From	To	Extension	Email	Comments
Murphy, M L (Lynne)	Programme Convenor	01-OCT-2004		8844	<input checked="" type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	

Add Delete Save Back

Record: 1/1 <OSC>

- Click **Add** and select a contact type, and enter a 'from date'.
- Enter the beginning of the Surname and then click **Find**.
- Click the person required. Click **Save**

Adding a History record

Academic Office have access to add, amend and delete History Records. All other users will only be able to add comments.

When a new course is created the status will be DRAFT and a History record will be automatically created.

To view the History of a course click the **View History** button.

Sussex Administrative Systems
 Tasks Edit Window Help
 SSTU0033 Programmes Jane Monaghan Database: TRAINING Started 04-JUN-2008 10:13

Programme Details
 Code: **Q1R11U** Entry Cohort: 2007 Entry Date: 01-OCT-2007 Status: CONFIRMED
 Award Title: Linguistics with French Main Award: BA
 Short Title: Linguistics w French Department: ENGLISH
 Level: UG Taught or Research: Taught Programme MoA: FT

Stu App Courses

Details Periods Accred Alt Awards Prospectus Apps HESA Texts Contacts **History**

Effective From	Effective To	Status	Active	Last changed	Comments
30-JUN-2008 00:00		WITHDRAWN		04-JUN-2008 JANEM	
11-MAR-2008 10:49		COMMENT		11-MAR-2008 SCFHB	New final year lan
10-AUG-2007 16:45		COMMENT		10-AUG-2007 SCFHB	Change to Level 1
01-MAY-2007 16:45		COMMENT		01-MAY-2007 ALANS	Department chan
01-MAY-2007 16:45		COMMENT		01-MAY-2007 ALANS	change of departn
08-FEB-2006 14:34		COMMENT		08-FEB-2006 OPS\$GEN	Rolled Forward
19-FEB-2004 18:47		CONFIRMED	Yes	19-FEB-2004 System	Previously: INCOF

Add Delete Update Active **View History** Save Back

FRM-40400: Transaction complete: 1 records applied and saved.
 Record: 1/7 <OSC>

Adding Course Text

Sussex Administrative Systems
Tasks Edit Window Help
SSTU0033 Programmes Jane Monaghan Database: LIVE Started 14-FEB-2007 15:13

Programme Details

Title: Art History and Anthropology Code: VL361U Entry Cohort: 2006
Short Title: Art History and Anthrop Department: ART HISTORY FT
Main Award: BA Bachelor of Arts Undergraduate Postgraduate PT
Entry Date: 01-OCT-2006 Status: CONFIRMED Teaching Research Both

Details Periods Courses Contacts History Texts Accreditation Funding Prospectus

Please note
PROGRAMME AIMS
PROGRAMME LEARNING OUTCOMES
A. Knowledge and Understanding
Assessment
Teaching and learning methods used to enable outcomes to be achieved and demonstrated
B. Intellectual Skills
Assessment
Teaching and learning methods used
C. Practical Skills
Assessment

Save Back

Record: 1/? <OSC>

- Clicking on any of the headings will bring up another screen.
- To add another text click **Add** and the 'Status' of the new record will default to 'Preview'.
- Enter the text in the description box, amend the 'Status' to 'Live' and **Save**

SGEN0038 View Descriptions Dawn Stewart Database: TRAINING Started 01-DEC-2015 16:11

Maintain Descriptions

Heading: A. Knowledge and Understanding Number of Records: 1
Details: QQ331U Engl Lang and Lit 2015

Status: Live Type: TEXT Start Date: 01-OCT-2003 End Date: 05-NOV-2013
URL:
Title:
Description:

On successful completion of the programme, students will have gained and shown:

- 1: adequate knowledge and understanding of techniques of linguistic description in the domains covered by the major courses and factual and analytic knowledge of the English language sufficient to underpin it;
- 2: adequate knowledge and understanding of social-science techniques for capturing relations between language, culture and society.

Add Delete ↑ ↓ Save Back

Accreditation

- Enter the name of the body which accredits the course e.g. Institute of Electrical Engineers
- Select the status from the drop down menu
- Enter the date the Course was first accredited (NB this is not the same as the date of the current accreditation – see next field)
- Enter the date of the first entry cohort and last entry cohort relating to the status selected.
- Double click on the Details field to invoke the editor. Enter any information you want about the details of the accreditation. An example would be that the Course covers Part 1 of the professional body's requirements etc.
- Enter the name of the Sussex Uni Departmental contact with the accreditation body.

Sussex Administrative Systems

SSTU0033 Programmes Jane Monaghan Database: TRAINING Started 04-JUN-2008 10:20

Programme Details

Code: Q1R11U Entry Cohort: 2007 Entry Date: 01-OCT-2007 Status: CONFIRMED
 Award Title: Linguistics with French Main Award: BA
 Short Title: Linguistics w French Department: ENGLISH
 Level: UG Taught or Research: Taught Programme MoA: FT

Stu App Courses

Details Periods Accred Alt Awards Prospectus Apps HESA Texts Contacts History

Accreditation Body	Status	First Accred	First Entry Cohort	Last Entry Cohort	Det	Department	Contact	Comments

Add Delete Save Back

Record: 1/1 <OSC>

Alternative Exit Awards

Enter any alternative exit awards that are possible from the Course

SSTU0033 (11.0.1) Courses and Modules - Course Maintenance "Dawn Stewart" DB:TRAINING Started:01-DEC-2015 1

Course Details

Code: Q3021U Entry Cohort: 2015 Entry Date: 01-AUG-2015 Status: CONFIRMED
 Award Title: English Language and Linguistics Main Award: BA
 Short Title: Engl Lang and Ling Department: English
 Level: UG Taught or Research: Taught Course MoA: FT

Syllabus Stu App Modules

Details Periods Accred Alt Awards Prospectus Apps HESA Texts LO Contacts History KIS

Alternative Exit Awards

Alt Exit Award 1:
 Alt Exit Award Title 1:

Alt Exit Award 2:
 Alt Exit Award Title 2:

Alt Exit Award 3:
 Alt Exit Award Title 3:

Save Back

Prospectus

This tab is for the maintenance of the Prospectus details of the Course.

Select Prospectus: PG, UG, X (not yet decided) and NO (no prospectus); this cannot be updated when prospectus records have been recorded. You will be warned if an Undergraduate Course is associated with the PG Prospectus or a PG Course is associated with the UG Prospectus.

It is not possible to record prospectus groupings until a Course has been associated with a prospectus.

Any text entered through the **Specific Entry Requirements** screen will appear in the Postgraduate Online Applications system. For example, you may wish to indicate that an applicant should go through GTTR to apply for this Course; or that the Course is full for the 2008/09 entry year, etc

The screenshot displays the 'Course Details' screen for course Q3021U. The 'Prospectus' tab is active, showing a 'Prospectus' dropdown menu set to 'Undergraduate' and a 'Prospectus Grouping(s)' list containing 'English language'. The 'Web Title' field contains 'English Language and Linguistics (previously BA English Language)'. The 'Publish Course Specification?' checkbox is checked. The 'Overseas Offer Level' dropdown is empty. Buttons for 'Add Prospectus Grouping', 'Delete Prospectus Grouping', 'Save', and 'Back' are visible at the bottom.

Entering Admissions Details

- Choose the application Type - If the application type is set to PG and the Entry Year is greater than or equal to 2007 and Application Method Text is null and the Online Application Flag is null then the Online Application Flag will be set to Y by default. If the Application Type is not PG and the Online Application flag is not null then the Online Application flag will be set to null.
- Enter the UCAS code if applicable
- Tick the **Online Applications permitted** box if applicants can apply for this Course through the Postgraduate Online Applications system. If this is set to Y there are checks to ensure that Entry Year is 2007 or later and Application Type is PG. If an Application Method Text has been recorded and the Online Application flag is set to Y users are warned that the Application Method text will not be used
- If the Course is full for this cycle, then enter the date it closed for applications in the **App Close Date** field; you can also enter related text (see **Prospectus** section above)
- If this is recorded and the Entry Year is before 2007 or Application Type is not PG or the Online Application flag is set to Y users are warned that this text is only used where entry year is 2007 or after, application type is Postgraduate and the online application box is unchecked.

SSTU0033 (11.0.1) Courses and Modules - Course Maintenance *Dawn Stewart* DB:TRAINING Started:01-DEC-2015 1

Course Details

Code: Q3021U Entry Cohort: 2015 Entry Date: 01-AUG-2015 Status: CONFIRMED

Award Title: English Language and Linguistics Main Award: BA

Short Title: Engl Lang and Ling Department: English **Syllabus**

Level: UG Taught or Research: Taught Course MoA: FT **Stu** **App** **Modules**

Details Periods Accred Alt Awards Prospectus Apps HESA Texts LO Contacts History KIS

Application Type: UCAS SLC Course Code: 657965

UCAS Code: Q304 SLC Course Title: English Language and Linguistics

Online Apps permitted? SLC Campus: A

Stu Expected Start: 21-SEP-2015

Stu Expected End FT: 22-JUN-2018 PT:

App Close Date:

App Method Text:

Online App Message:

Intake - Minimum: Expected: **Save** **Back**

HESA details

This screen is maintained by the SSO.

SSTU0033 (11.0.1) Courses and Modules - Course Maintenance *Dawn Stewart* DB:TRAINING Started:01-DEC-2015 1

Course Details

Code: Q3021U Entry Cohort: 2015 Entry Date: 01-AUG-2015 Status: CONFIRMED

Award Title: English Language and Linguistics Main Award: BA

Short Title: Engl Lang and Ling Department: English **Syllabus**

Level: UG Taught or Research: Taught Course MoA: FT **Stu** **App** **Modules**

Details Periods Accred Alt Awards Prospectus Apps HESA Texts LO Contacts History KIS

Course Aim: H00 First degree with honours

SBJCA1: Q310 English Language 100 % ITT Subject?

SBJCA2: % ITT Subject?

SBJCA3: % ITT Subject?

MS Fund: 01 HEFCE Fund Lev: 10 Undergraduate

Reg Body: Collab Org:

TT Course: 0 Not a teacher training course. Closed Course?

ITT Phase: HESA Returnable?

KIS Type: 1 Full course level KIS KIS Non Credit Asse...

SKE Units:

Related KIS 1:

Related KIS 2:

Related KIS 3:

Fee Level: Low

Save **Back**