

If you are using this guidance to revise an *existing* programme which has *at least one approved version*, a **Revert to Last Approved** option will appear at the bottom of each of the **Edit** screens. Clicking on this will delete all draft versions of the programme (all revisions made) since the last approved version.

Save Save and Close Revert to Last Approved Cancel	
Confirmation	×
Are you sure? This will delete all drafts since the last approved version.	
Cancel Confin	m

Be sure that this is what you want before using it as the last approved version may date from some time ago. You will have an opportunity to cancel or confirm. Selecting cancel will cancel the **Revert to Last Approved** action and return to the screen on which you were working.

The modular programme history will also reflect the removal of all drafts since the last approved version.

If the modular subject has never been approved (has no approved versions), the Revert to Last Approved function will not be available, as in the **Create New Programme** screens which follow below.

Home	Programme / Modular Subject Index					
Programmes /	Create New Programme Create New Wody ar Subject					
Modular Subjects	Programme Search					
Modules	Show Procremmes Show Moduler Subjects Show All Show Withdrawn					
Subjects						
Combined Subjects	Select Faculty Select School					

Summary Instances	arratives Learning Outcomes Modules PSRB Aconcists A	wards				
East Awards						
Effective Prom	16/08/2016					
	The "Effective From" state has defaulted to Index, Please select the date when this version will be first baught.					
Final Award *						
Award Letters Title *						
Amarding Body	University of Ulster					
Teaching Institution	University of Linter-					
Faculty *	Select Faculty					
School *						

Select **Programmes/Modular Subjects** from the blue index on the left of the screen. On the next screen click **Create New Programme.**

You will now be on the **Create New Programme** screen where there are a number of tabbed sections to be completed – this information will generate the programme specification (see further detailed guidance on completion of each section below).

Important points to note when completing the tabbed sections

You can move <u>between</u> the tabs but if you move away to another section in the index, for example from Programmes/Modular Subjects to Modules, any information not saved will be lost. This will also apply if you **Cancel**.

Each of the tabbed sections should be completed. This can be done in any order but it is recommended that you begin with **Summary** and **Instances** (these screens contain the minimum information required to create a new programme, then work through each of the other tabs by clicking on the heading.

It is not necessary to **Create** (save at this point) on every screen but this is recommended. If you do **Create** (save) before the end, you will be taken to the Programme/Modular Subject Index screen. Search for and select the one on which you have been working, then **Edit** and this will take you back to the input screens. Following initial creation, you will have three options at the bottom of each screen – Save, Save and Close or Cancel. **Save** will save information and keep the same screen open. **Save and Close** will save information and return you to the Index. **Cancel** will cancel any unsaved changes and return you to the Index. If you do not save, the information entered will be lost.



If you want to paste information into any of the text boxes from another Word document, ensure that you select the **Paste from Word** option in the text box toolbar in order to maintain the formatting. If typing directly into the box, select Shift + Enter once for a single line return or twice for a line space between paragraphs.

Step 1

Summary Fields marked * are compulsory and must be completed.

The 'Effective From' date will be populated automatically with today's date but can be overwritten to give the effective date. It is essential for the versioning of programmes that the correct 'Effective From' date is inserted. The 'Effective From' date for new and revised programmes must reflect the date from which the programme (or that version) will be first taught e.g. 25 September 2020 for a 2020/2021 intake.

Summary Insta	nces	Narratives	Learning Outcomes	Modules	PSRB	Associate Awards		
Exit Awards								
Effective From		23/	23/09/2019					
			'Effective From' date ha	s defaulted to	o today.	+		
		taug	ght.	chis version	will be firs			
Final Award *								
Award Letters								
Title *								
Awarding Body			iversity of Ulster					
Teaching Institution		Uni	University of Ulster					
Faculty *		Se	lect Faculty	▼				
School *						•		
Specialisms								
Language of Instru	ction	Eng	glish					
Course Director * (•							
Associate Course D	irector							
Associate Course D	rectors	•						

To enter a non-University member of staff as Course/Associate Course Director, enter their email address and complete the information in the text box which appears. **Create Entry** to add or **Cancel** to remove and return to the Summary screen.

	20,00,201		
	The `Effecti Please selec taught.	ve From' date has defaulted to ct the date when this version w	today. ill be first
rard *	Create New External	User	×
etters		external user with that email addre first name and surname to create	
g Body	First Name *		
g Institution	Surname *		
s): :	Email	joe.bloggs@hotmail.com	
sms			
je of Instructi			
Director * 🕦		Create Fatra	Concel
e Course Dire		Create Entry	Cancel

Click on the next tab (it is recommended that **Instances** is always completed next).

Instances Create New Programme Summary Instances Narratives Learning Outcomes Modules PSRB Associate Awards Exit Awards 0 Location Mode of Attendance Additional Information Add Create Cancel

Click on Add to select locations and modes of attendance.

Banner ID	Location	Mode of
	Off.campus location - plaz	Full-ti

If there is an 'Off campus location' select this option from the drop down list and specify the actual location in the box.

Summary	Instances	Narratives	Learning Outco	omes Modules	PSRB	Associate Award	s
xit Awards		Nurracives	Learning Outer	Hoddies	TORD	Associate Award	
Location				Mode of Attendan	ce	Additional Information	
Belfast			•	Full-time	۲	<u>View</u>	Remove
Add							

Click View - a text box 'Additional Information' will appear.

Summary	Instances	Narratives	Learning Outco	mes	Modules	PSRB	Associate Award	5
xit Awards	9							
								0
Location			Mode of Attendance			Additional Information		
Belfast			•	Full-time 🔻			View	Remove
	nal Informal z u 🛶 🖤	tion F The	aragraph 🔹 🗶 🐚	2 63	圖 (新 🜿)	13 JS 08	律 이 C 🥑	

Use this screen if you wish to insert any additional information (this information will not appear on the PDF). Click **Close** to close the text box.

Further instances are input by clicking **Add** and following the process above.

Remember: for a new programme to be created there must be <u>at least one instance</u> recorded. **Creating** at this point will save your new programme on the system. You can return to complete other information through the **Edit** screens at a later time.

Click on the next tab.

	Summary Instances Narratives Learning Outcomes Modules PSRB Associate Awards
	Exit Awards
	0
	Educational Aims Structure and Requirements Support for Students Criteria for Admission
	Quality of Learning and Teaching Regulation of Standards Indicators of Quality
	0

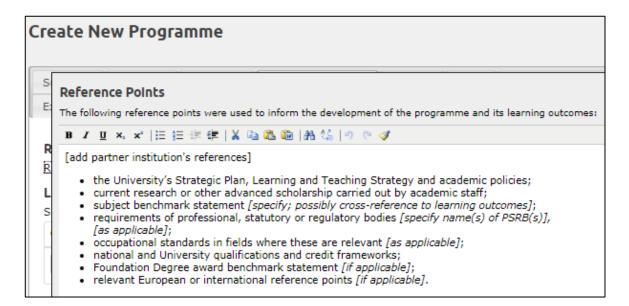
This covers a series of narratives which form sections of the Programme Specification. A number of sub-tabs are displayed - these can be completed in any order. It is not necessary to save when moving between tabs but you may wish to do so. Under each is a text box in which the following information should be included. Refer to PAMR Handbook for further guidance (Appendix 22) and the Information buttons where the full titles of these sections appear.

Educational Aims (Section 9)	A broad statement of the overall purpose of the course. Specify also for any exit award(s).
Structure and Requirements for the Award (Section 11)	A summary statement of the requirements for the award with reference to academic progression and internal coherence and opportunities for student choice, duration, credit requirements at each level and any distinctive features.
	The structure diagram/s for each mode of delivery will be generated automatically from the information input in the Modules tab (refer to page 6).
Support for Students and their Learning (Section 12)	The introductory statement 'Students and their learning are supported in a number of ways' is generated automatically and should <u>not</u> be entered before you list the processes.
Criteria for Admission (Section 13)	Insert the standard wording.
Quality of Learning and Teaching (Section 14)	List the processes used.
Regulation of Standards (Section 15)	This should include the indicated headings and the appropriate summary list of rules.
	Assessment rules External examiners
Indicators of Quality (Section 16)	List examples.

Learning Outcomes

Click on the **Reference Points** link.

This will display a default list **which should be revised** as appropriate. The introductory phrase 'The following reference points were used to inform the development of the programme and its learning outcomes:' is generated automatically in the programme specification and should **not** be entered.



When finished click Close.

Create No	ew Progra	amme					
Summary	Instances	Narratives	Learning Outcomes	Modules	PSRB	Associate Awards	
Exit Awards							
Learning (oints (Click or	n link and revise e able to:)				0
Category	Learni	ng Outcome					
К Т	A	dd Renum	ber				

To insert the Learning Outcomes, click on **Category**, then **Add** and enter the learning outcomes one by one for each heading K, I, P and T – learning outcomes are in the future tense and follow on from the introductory phrase 'Successful students will be able to ...' which will be automatically generated for the PDF. Do <u>not</u> enter this phrase.

If you **remove** a learning outcome or add another at a later time, click on **Renumber** to reorder them sequentially (Note: the learning outcomes will not move position on the screen until you Save). To change the order, overtype the number of the relevant K, I, P or T and Save <u>without</u> renumbering.

[Learning and Teaching Methods and Assessment Methods are no longer required and have been removed from the programme specification.]

Click on the next tab.

[The **Programme Learning Outcome Map** is generated automatically in the Programme Specification from the information entered within this tab and the Modules tab (see below). The association with modules to indicate where each module meets the programme learning outcomes can only be made through the **Edit** option on the **Programme/Modular Subject Index** <u>after</u> the programme has been created – see Step 2, page 9.]

Modules Select the modules to add to the programme. Begin to type the module title or code into the space provided – a list of relevant modules will display. Click on the relevant module.

(If the module you are looking for does not appear, it is not held on the system and must be created through **Modules** from the blue index. Similarly, if the required semester or campus (instance) does not appear, it is because it has not been included on the module. To make the revisions (or add modules) or create a new module, leave the Programme ensuring that you save information first, go to **Modules** on the blue index, **Create New** or locate the module in the **Module Index**, **Edit** and **Add** any additional semesters or locations through the **Instances** tab – see "Creating and Revising a Module" guidance.)

Select Year, Status from the drop down lists. Tick mode of study as applicable. Insert the contribution to the final award (as a fraction or percentage) in the **Contribution** field or leave blank. (Ensure that the F/T and/or P/T box is ticked as applicable in each module; otherwise it will not be selected for inclusion on the programme and will not appear in the structure diagrams.)

Summary I	nstances	Narratives	Lea	rning Outcomes	Modules PSRB Associate	Awards	Exit Awards		
Module			Node of itudy	Year	Semester	Mod	ule Status	Contribution (to Final Award) Fraction e.g. 1/6	
≅MG105 Organisational Studies	F	/T 🗐	0 •	Coleraine - Siemester: 2 🗐 Coleraine - Semester: 1 🗐	Com	pulsory 🔻		Remov	
Add Year		P	/† 🖂	0 *	Coleraine - Semester: 2 💷 Coleraine - Semester: 1 💷	Com	pulsory 🔻		

To add the same module to another year, click on **Add Year**. The module will display in a separate row to allow you to select the mode, year, semester, status and contribution.

Summary Instances N	arratives Lear	rning Outcomes	Modules PSRB Associate A	wards Exit Award	IS
Module	Mode of Study	Year	Semester	Module Status	Contribut (to Final Award Fraction 1/6
BMG108 Organisational Studies	F/T 🗐	0 •	Coleraine - Semester: 2 🔲 Coleraine - Semester: 1 🗐	Compulsory V	
Add Year	P/T	0 •	Coleraine - Semester: 2 🔲 Coleraine - Semester: 1 🗐	Compulsory V	
BMG108 Organisational Studies	F/T 🗐	0 •	Coleraine - Semester: 2 🗐 Coleraine - Semester: 1 🗐	Compulsory T	
-	P/T 🔲	0 •	Coleraine - Semester: 2 🗌 Coleraine - Semester: 1 🗐	Compulsory T	

When you **Create** (save), the repeated module code and title will disappear and the screen will display as below.

	Mode				Contribution (to Final	
Module	of Study	Year	Semester	Module Status	Award) Fraction e.g. 1/6	
MG 100 Ingeniaetionel Studies	F/T w	1	Coleraine - Semester: 2 🕅 Coleraine - Semester: 1 🖾	Compulsory 🔻		Removi
Add Year	P/T #6	1	Colemne - Bernester: 2 (3) Colemne - Semester: 1 (3)	Optional 🔹		
	Р/Т Ш	•	Colemine - Semester: 2.65 Colemine - Semester: 1.16	Compulsory T		Remov
	P/T M	2 •	Coleraine - Semester: 2 18 Coleraine - Semester: 1 16	Optional 🔻		

Click on **Add** to add the next module and repeat the process until all modules are added.

Clicking on **Remove** will remove the selected module/year from the programme.

This information generates the Structure Diagram/s in the programme specification (B2) and the Contribution table at the end of Section B3 Regulations of the validation document. The Structure Diagram can be viewed on the PDF of the Programme or PDF (with modules) once all the information has been input and saved. The Contribution table cannot be viewed until the document is compiled for evaluation/revalidation through the Evaluation/Revalidation Units section.

Click on the next tab.

PSRB Click on **Add** – a box will appear and when you start to type a drop down list will be displayed from which you can select the relevant PSRB. The **PSRB Type** button must also be ticked to confirm, then **Save changes**. The HEAR field is populated automatically.

	Туре	
Add PSRB		×
Accrediting Body	34-Chartered Institute of Management Accountants (CIMA))
PSRB Types	Accredited by the Chartered Institute of Management Accountants (CIMA) for the purpose of exemption from some professional examinations through the Accredited degree accelerated route.	
	Accredited by the Chartered Institute of Management Accountants (CIMA) for the purpose of exemption from all professional examinations through the Accredited degree accelerated route.	
HEAR Text		
	Save changes	Close

Further PSRBs can be added to the programme by clicking on **Add** and repeating the above process.

Associate Awards	Create New Programme		
	Summary Instances Narratives Le	earning Outcomes Modules PSRB	Associate Awards
	Exit Awards		
			0
	Title	Description	Details
	Diploma in Professional Practice (DPP)	Diploma in Professional Practice	<u>View</u> Remove
	Diploma in International Academic Studies (DIAS V	
	Create		

Select from the drop down list. (Select **View** to enter additional information on the Associate Award. This information will not appear on the PDF.) Click on **Add** and repeat as necessary.



Start to type the title of the exit award (e.g. Associate Bachelor's) and a list will appear. Select the relevant exit award. Click on **Add**. Enter the subject title if it differs from the main award's.

Create New P	Programme							
Summary Inst	ances Narratives	Learning	Outcomes	Modules	PSRB	Associa	te Awards	
								0
Exit Award		Award Letters	Title					
Associate Bachelo	r's degree	AB]		Remove	
	Add							
Create	Cancel	-						

Further exit awards can be added to the programme by starting to type the title of the next exit award, selecting from the list and clicking **Add.** Repeat as necessary. Remove an exit award by clicking on **Remove**.

(Other information in relation to the exit award is inserted <u>after</u> the programme has been created – see **Step 3** below).

To Finish and Save

IF YOU HAVE NOT YET CLICKED ON <u>CREATE</u> AND IF THIS IS THE LAST TABBED SECTION TO BE COMPLETED OR IF YOU HAVE INPUT ALL THE INFORMATION YOU WISH TO AT THIS POINT YOU MUST CLICK ON <u>CREATE</u> TO <u>SAVE</u> (SEE NOTE ON PAGE 1).

The programme will now appear in the Programme/Modular Subject Index as Unapproved.

Next – Steps 2 and 3

Step 2 - Complete Main Award Learning Outcome Map

Find the programme from the Programme/Modular Subject Index screen search facility. Select Edit.

	Ac	ccounting (Pathways)	BSc (Hons)	Programme	Unapproved	Edit Details Edit Instances Withdraw History PDF
--	----	----------------------	------------	-----------	------------	--

An additional Learning Outcome Map tab will now be visible.

Edit BSc (Hons) Accounting (Pathways)	
Summary Instances Narratives Learning Outcomes Modules PSRB	Learning Outcome Map
Associate Awards Exit Awards	

Click on the **Learning Outcome Map** tab and **tick** to identify the programme-level learning outcome met in applicable modules. You can select an entire row or column by clicking on the box in the shaded area and then deselect any learning outcomes which do not apply to a particular module.

dit BS	c (Hons) Acc	ou	nti	ing) (F	Pa	th	Wa	ay:	s)														
Summar	y Instances	Nar	rati	ives	ſ	Lei	arni	ing	Ou	tco	mes	T	Mod	ules		PSRE	5	Lear	ning	Out	com	е Ма	p	
Learning	Outcome Map																							
Module Code			(1)	(2 к	зк	4 K 5	5 K6	5 K7	к	к9	к10	к11	K12	2 K13	K1 4	K15	5 K16	5 K17	7 K 18	8 K 1 9	ж20	о <mark>к</mark> 21	к <u>2</u>	21
Tick to se Level 4	elect/deselect all	() (0	0		0	0														C
	Financial Mathematic and Statistics	s 🗆 (•	¥					¥	¥			X						8
	Introductory Accounting		8					¥					¥	¥						•			¥	0
	Principles of Financia Accounting		8						•		¥		¥	•			¥			•			•	0

This generates the Learning Outcome Map on the PDF of the programme specification.

Step 3 - Exit Award additional information

Click on the **Exit Awards** tab. This will take you to the following screen. The subject title will populate automatically but can be overwritten if a different award is to be made. Use this screen to **Remove** an award.

Click on Edit.

Summary Instances N	arratives Lea	arning Outcomes	Modules	PSRB	Learning	Outcome Map
Associate Awards Exit Awa	ards					
Exit Award	Award Letters	Title		_		
Certificate of Higher Education	CertHE	Accounting			Edit	Remove
Associate Bachelor's degree	AB	Accounting			Edit	Remove
	Add					

Select the **Edit** button beside the relevant Exit Award(s). Complete each of the following tabbed sections for each exit award.

Edit BSc (Hons) Accounting (Pathways)	
Summary Instances Narratives Learning Outcomes Modules PSRB Learning Outcomes	me Map
Associate Awards Exit Awards	
	0
Certificate of Higher Education	
Learning Outcomes Modules Learning Outcome Map	

Remember you can move between these tabs and Save or Save and Close at the end of each tab or when all sections have been completed.

Identify the exit award learning outcomes. There is an option to **Copy** the learning outcomes from the main award to the exit award - these should then be revised to ensure that they are worded at the appropriate level. **Renumber** if required.

Edit BSc (H	ons) Accounting (Pathways)	
Summary I	instances Narratives Learning Outcomes Modules PSRB Learning Outcome Map	
Associate Awar	rds Exit Awards	
Certificate o	If Higher Education	0
Category	Details	
К1	Demonstrate the theories of accounting within a broad professional and economic environment including a basic understanding of the main current technical language.	
К2	Understand accounting and business theories within a local Remove	

Follow the same process as for the main award (refer to Learning Outcomes, pp 5 - 6 of this guidance) to complete all parts of this screen information. (Learning and Teaching Methods and Assessment Methods are not required to be entered separately for any Exit awards.)

Save to generate the information for the Learning Outcome Map on the last tab.

Modules Identify the modules associated with the Exit Award by ticking the appropriate box/es and enter the contribution to the exit award as a fraction or leave blank.



Click on **View** to insert any additional information (this will not appear in the programme specification).

Click on **Close** when finished to return to the Exit Awards screen. Repeat as required for each exit award.

Go to the next tab.

Learning Outcome Map

ummary	Instances	Narr	atives	s I	Learni	ng Ou	itcom	es	Modu	lles	PS	RB	Lea	rning	Outc	ome I	Мар	As	sociat	e Awa	ards		
xit Awards																							
ertificate	of Higher E	ducat	lon																				
	or right E																						
Education	ial Aims Le	arning	Outo	comes		Iodul	es		ning C														
Module Code	Module Title		К1	К2	кз	К4	К5	K6	к7	11	12	13	14	P1	P2	P3	P4	т1	т2	тз	т4	т5	T6
Tick to se	elect/deselect al		D.																				
Year: 1 -	Level: 4	_																					
ACF101	Financial Mathematics and Statistics	0			•		۲			۲	۷			۲	۲					۲	۲		
	Introductory		•													•							
ACF112	Accounting																						

Tick which learning outcomes are met in each module in the exit award. As before, you can select an entire row or column by clicking on the box in the shaded area and then deselect any outcomes which do not apply.

This will generate the Learning Outcome Map for the exit award. Click **Close** when finished to return to the Exit Awards screen.

REMEMBER TO SAVE BEFORE YOU MOVE OUT OF THE PROGRAMMES/MODULAR SUBJECTS AREA.

After saving it is recommended that you view the PDF of the programme specification or PDF (with modules) (which includes module descriptions) from the **Programme/Modular Subject Index** and make any further revisions required through the **Edit** option.

Home	Programme / Modular Subject Index					
Programmes /	Create New Programme Create New Modular Subject					
Modular Subjects	Programme S	earch				
Modules		Show Modular Sub	ects Show All	I		
Subjects	Show Withdrawn					
Combined Subjects	Select Faculty					
Evaluation/ Revalidation Units	Select School Search Clear					
Approval Process	< < 1	2 3 4 5	6 7	> >		
	Course Title Award Letters Type Current Status					
	Accounting (Pathways)	BSc (Hons)	Programme	Unapproved	Edit Details Withdraw History PDF PDF (with modules)	

Programme/Modular Subject Index

Programme / Modular Subject Index Create New Programme Create New Modular Subject						
Programme Search Show Programmes Show Show Withdrawn	h Modular Subjects Show All					
Select Faculty Select School	▼ Search Clear					
< < 1 2	3 4 5 6 7 > >					

Applied Behaviour Analysis	MSc	Programme	Unapproved	Edit Details Withdraw History PDE PDF (with modules)
Applied Biosciences	BSc (Hons)	Programme	Unapproved	Edit Details Withdraw History PDF PDF (with modules)

From this main index screen you can

- Search for an existing programme by name/Faculty/School (**Programme Search**).
- View information on a programme/modular subject (Details)
- See the status of the latest version **Approved** or **Unapproved**.
- Revise any part of the programme/modular subject (Edit).
- Revise Course/Associate Course Director (Edit the Summary tab).
- View **History** (versions) every revision (edit) will create a new version.
- View or print the full programme specification (**PDF**) or the programme specification with module descriptions (**PDF (with modules)**).
- Withdraw a programme.

Withdrawn programmes can be viewed from here by selecting **Show Withdrawn** at the top of the main index screen. **Hide Withdrawn** will return to the full listing.

To submit a programme for evaluation/revalidation, refer to the *Evaluation/Revalidation Process* guidance.