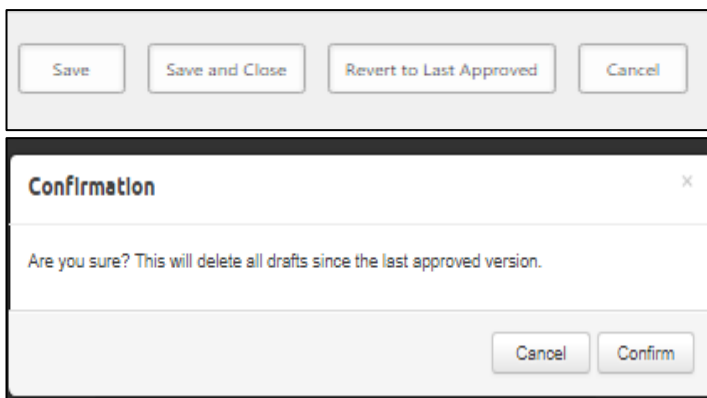# Creating and Revising a Programme

This guidance should be used alongside the Programme Approval, Management and Review (PAMR) Handbook, available on the Academic Office website at
https://www.ulster.ac.uk/__data/assets/pdf_file/0004/307822/PAMR-Handbook.pdf

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.

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.

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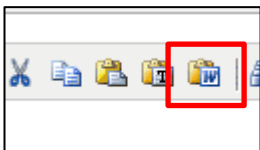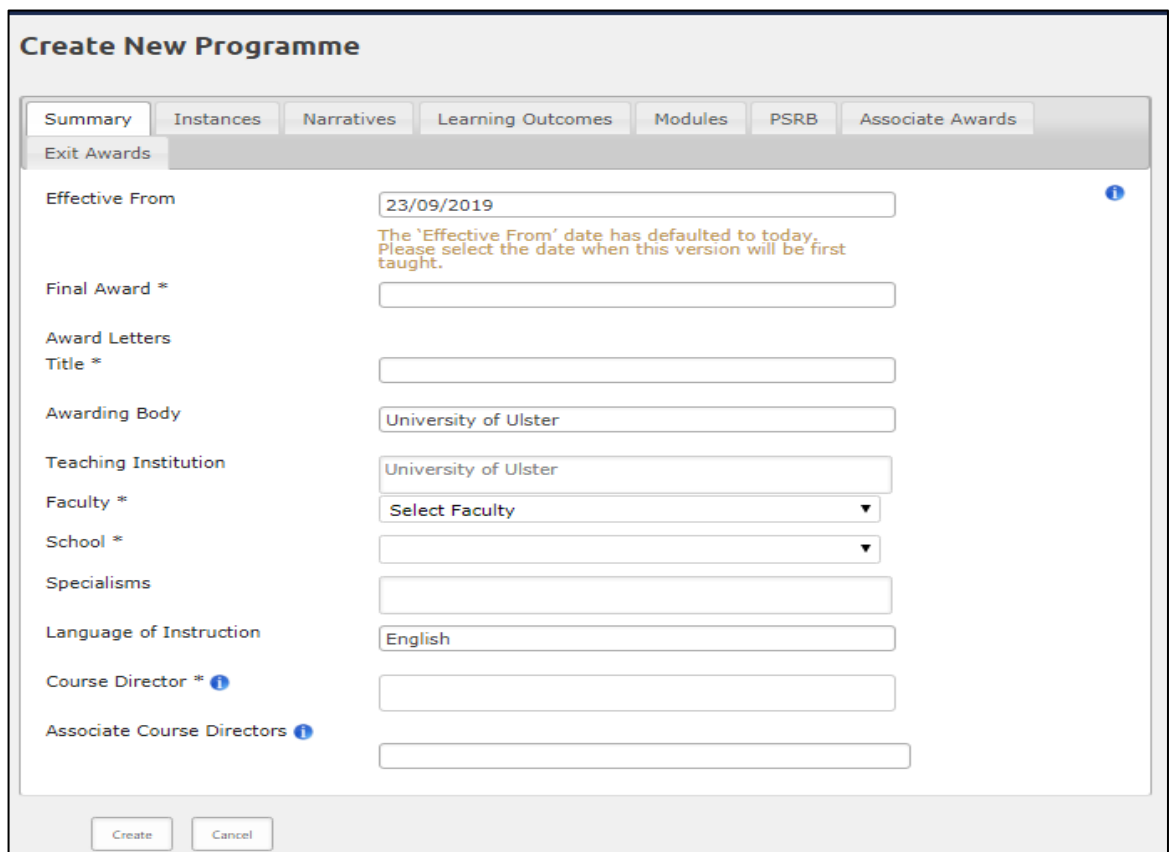
*If you want to paste information into any of the text boxes from another Word document, ensure that you select the **Paste from Word** option in the text box toolbar in order to maintain the formatting. If typing directly into the box, select Shift + Enter once for a single line return or twice for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

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.

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

Instances

Click on **Add** to select locations and modes of attendance.

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

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

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.

Narratives

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.

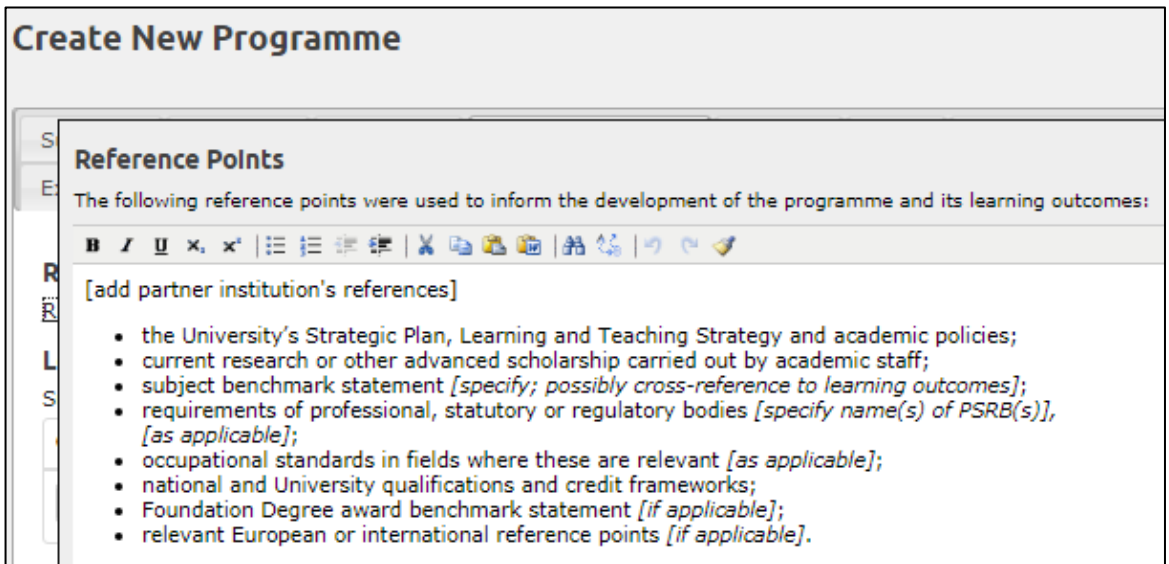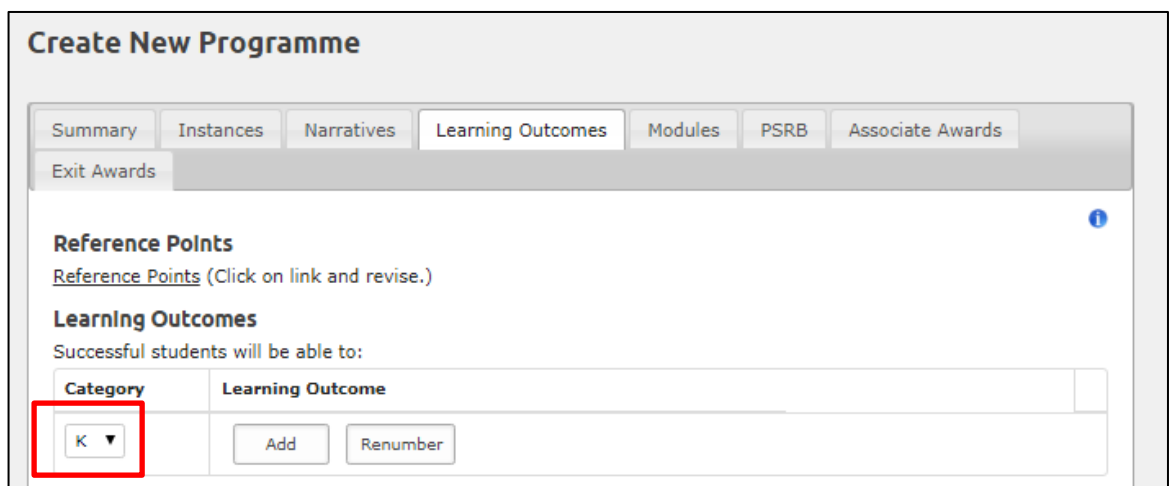|	
Educational Aims *(Section 9)*	A broad statement of the overall purpose of the course. Specify also for any exit award(s).
Structure and Requirements for the Award *(Section 11)*	A summary statement of the requirements for the award with reference to academic progression and internal coherence and 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 **not** 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.
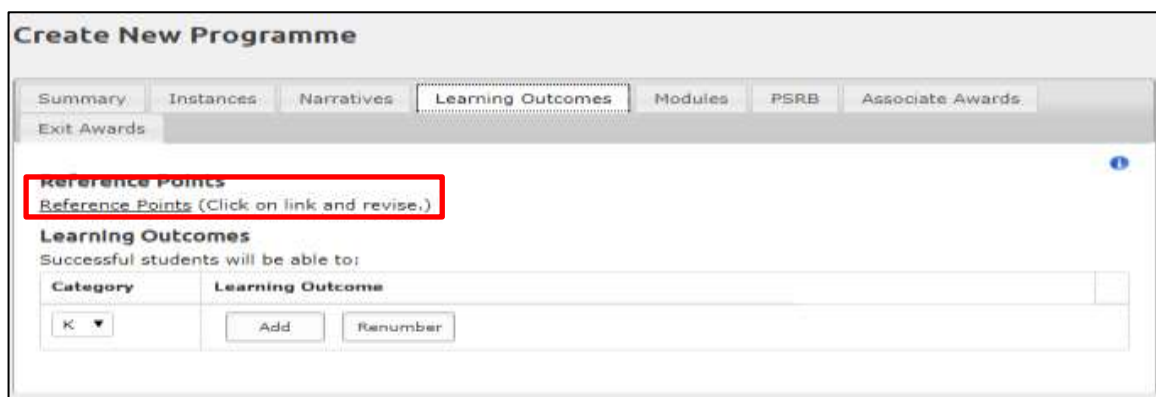
This will display a default list **which should be revised** as appropriate. The introductory phrase 'The following reference points were used to inform the development of the programme and its learning outcomes:' is generated automatically in the programme specification and should **not** be entered.

Create New Programme

Reference Points
The following reference points were used to inform the development of the programme and its learning outcomes:

[add partner institution's references]

- the University's Strategic Plan, Learning and Teaching Strategy and academic policies;
- current research or other advanced scholarship carried out by academic staff;
- subject benchmark statement *[specify; possibly cross-reference to learning outcomes]*;
- requirements of professional, statutory or regulatory bodies *[specify name(s) of PSRB(s)], [as applicable]*;
- occupational standards in fields where these are relevant *[as applicable]*;
- national and University qualifications and credit frameworks;
- Foundation Degree award benchmark statement *[if applicable]*;
- relevant European or international reference points *[if applicable]*.

When finished click **Close**.

Create New Programme

Summary | Instances | Narratives | Learning Outcomes | Modules | PSRB | Associate Awards
Exit Awards

Reference Points
Reference Points (Click on link and revise.)
Learning Outcomes
Successful students will be able to:

Category	Learning Outcome
K ▼	Add Renumber

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 **not** 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 without 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** after 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.)

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.

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

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.

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

Associate Awards

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.

Exit Awards   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.

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 **after** 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**.

An additional Learning Outcome Map tab will now be visible.

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.

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**.

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

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.

Learning Outcomes

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.
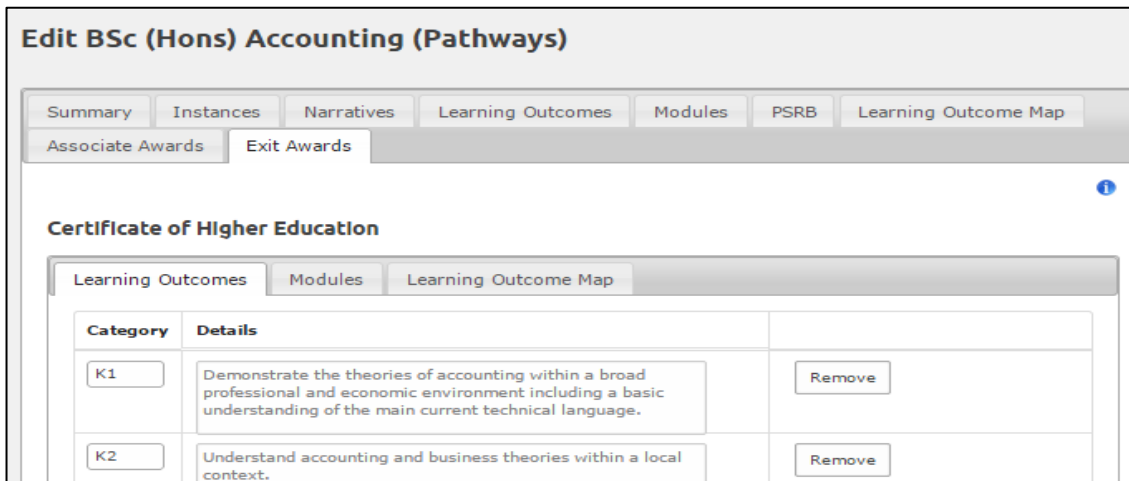

Follow the same process as for the main award (refer to Learning Outcomes, pp 5 - 6 of this guidance) to complete all parts of this screen information. (Learning and Teaching Methods and Assessment Methods are not required to be entered separately for any Exit awards.)

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.
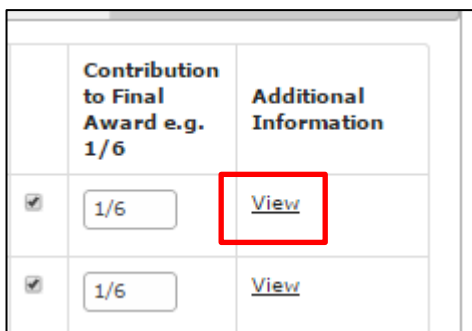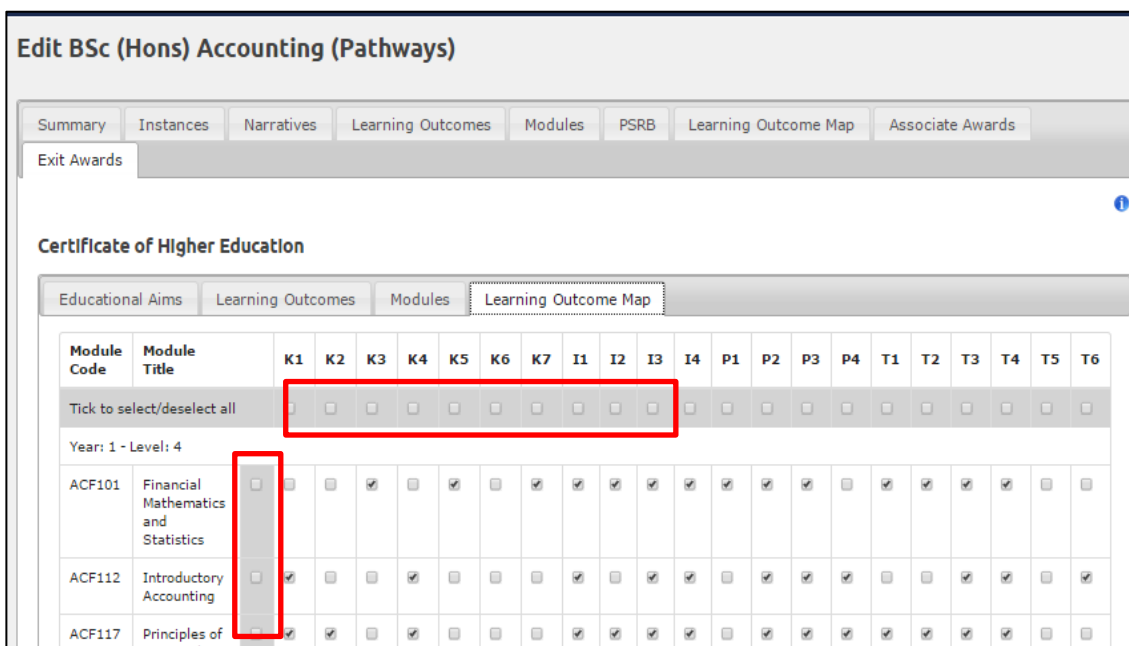

Click on **View** to insert any additional information (this will not appear in the programme specification).

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

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.

<p style="text-align:center; color:red; font-weight:bold">REMEMBER TO SAVE BEFORE YOU MOVE OUT OF THE
PROGRAMMES/MODULAR SUBJECTS AREA.</p>

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.

Programme/Modular Subject Index

| Applied Behaviour Analysis | MSc | Programme | Unapproved | Edit \| Details \| Withdraw \| History \| PDF \| 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.