CMS - Creating and Revising a Programme or Modular Subject

Programmes / Modular Subjects

Revise 'Edit'

Create New Programme

Create New Modular Subject

Complete tabbed sections

Summary / Instances / Educational Aims / Learning Outcomes / Modules / PSRB / Associate Awards / Exit Awards

New Programme / New Modular Subject appears on the Programme / Modular Subject Index as 'Unapproved'

From Index, Edit Programme/Modular Subject

- Complete main award Learning Outcome Map
- Complete Exit Award additional information
- Insert Single Hons/Major/Main/Minor information (Modular Subjects only)

Select any of the other options from the Programme/Modular Subject Index to perform other tasks/view

Edit | Details | Withdraw | History | PDF | PDF (with modules)

Start the approval process for the new programme / modular subject through 'Evaluation/Revalidation Units' or for a Revision, through 'Approval Process (CA1/CA2a/CA3/CA5/CA9)'

(Refer to separate flow charts)

When the Evaluation/Revalidation has been submitted to the Academic Office, and to prevent any further editing, the Programme/ Modular Subject and modules will appear in the Index as

Revalidating | Edit Current Approved | Details | History | PDF | PDF (with modules)

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