

Curriculum Management

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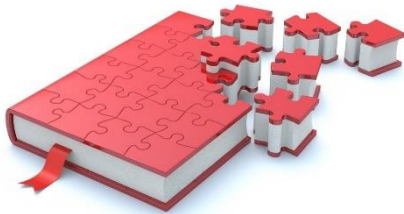
Deadline for 2020/21 Curriculum

- The deadline for new programmes is **20 March 2020**
- The **Final** deadline for all changes to the 2020/21 curriculum is **Thursday 31 March 2020 at 5pm.**
Please ensure you have all your content updated and approved by this date.



Please note that College Offices may be working to an earlier deadline to enable them to approve all your changes in time. Where this is the case please observe your College deadline.

Course Stream Reports



There are 2 Course stream reports which display details of course structure and assessments. The Level 1 is the most commonly used while Level 2 report is only used by CASS & CS. You will find them under the Reports menu on the main Curriculum Manager screen.

Please use these reports to check your course details before curriculum is approved.

Where errors are detected they can be addressed before transfer to Quercus. This reduces mistakes on the curriculum and the need to request a correction via the Syllabus Appeals process.

Assessment and Marks return

Assessments are attached to Modules and must be set up correctly for exams timetable and marks return to work.

What is entered on CM (Akari) should always reflect what happens in practice. In other words when the module is taught and when it is assessed should always correspond. Some of the most common combinations are as follows;

- where the module is taught in Semester 1 then it should be assessed in Semester 1
- where the module is taught in Semester 2 it should be assessed in Semester 2
- where the module is taught in semester 1 and 2 then it can be assessed in semester 1 and 2 or just at the end of semester 2

For more information see [Guidelines for assigning Teaching and Assessment Periods for a module](#)



Things that users frequently forget

Award The award needs to be added to the final year of your programme. It is added in the **Course instance** tab using a drop down list. If your award is not in the drop down then it needs to be added to the course. Once this is done it will appear as an option in the dropdown list.

- **Course instance credits**

The amount of credits in your year of study or instance needs to be specified. This is added at the top of the **Modules** tab in the Course stream.

- **Course instance code**

Remember to enter this in the course instance field. This is located in the **course instance** tab when you are in the course stream.

- **Update Curriculum Manager for 2020/21 with any Syllabus Appeals submitted and approved for 2019/20**

Any manual changes made on Quercus via the Syllabus Appeals process for 2019/20 academic year will need to be updated on Curriculum Manager (Akari) for 2020/21.

Colleges / Schools / Disciplines will have been informed of this already and are responsible for updating Curriculum Manager (Akari) to ensure data is correct.



- **Postgraduate Programmes**

Now that the university are using CRM recruit for student admissions, there is no longer a requirement for PAC codes. Until now, this was entered in the Clearing House code field. If you are creating a new programme on CM (Akari) you can enter NA in this field.

NB There is no requirement to remove this code for already existing programmes.

- **Make sure your module or course stream is approved**

Please ensure that your Module / Course Stream have been given full approval by the nominated final approver in your College / School / Discipline (Check with College Office if you are unsure who they are). If your module is in the 'My Awaiting Modules' it has received Full Approval and if your Course Stream is in the 'My Awaiting Programmes' Tab it has also received Full Approval and is ready to go!

If your module/course is not 'awaiting' then you need to get it approved or it will not be transferred to Quercus

