



Preparing to publish the Programme & Unit Catalogues

This document is intended to provide some guidance for department staff responsible for making changes to programmes and/or units (e.g., Directors of Studies, Departmental Administrators). The document contains general guidance only. Please see the contacts and links at the bottom of the page for further information.

The following processes all use programme and unit data held in SAMIS:

Scheduling of Students onto Compulsory and Designated Essential units - students are automatically enrolled onto any compulsory units for their programme using data held in SAMIS.

Student-Unit Enrolment on-line - the process through which undergraduate students choose their optional units for the following academic year.

Unit Assessments - now processed through SAMIS. All unit data must be up-to-date before this can occur.

Timetabling - the Timetabling Section relies on programme structures and unit information held in SAMIS when constructing your timetables.

Web Catalogues - these are produced directly from data held in SAMIS. If your web catalogue is incorrect then your data in SAMIS is probably also wrong.

Access to virtual learning environment – access to Moodle and the Learning Materials Filestore (LMF) is controlled by unit data and classlists held in SAMIS

SAMIS unit evaluation - access to create unit evaluations is controlled by SAMIS. Evaluations are only available to students appearing on relevant classlists in SAMIS.

Production of the Programme and Unit Catalogues:

Catalogues are produced to a specific schedule shown in the Academic Administration Calendar (<http://www.bath.ac.uk/student-records/aac.htm>). A brief outline of the catalogue production process is given below:

Early February: All undergraduate programme and unit changes for next academic year to be approved and forwarded to SREO.

Mid-March: Draft Undergraduate catalogues circulated to departments to be checked and returned to SREO with annotated changes where necessary.

Late April: Undergraduate catalogues published on the web and data forwarded to Timetabling Office.

Late April/Early May: Undergraduate continuing students asked to select their units for the following academic year on-line. All approved changes to postgraduate programmes/units to reach SREO.

Late June: Draft Taught-Postgraduate catalogues circulated to departments to be checked and returned to SREO with annotated changes where necessary.

Early August: Taught-Postgraduate catalogues published on the web.

Please note:

- All changes to programmes and/or units must be approved by the relevant committees (usually either Faculty Board of Studies or QAC) **before** being forwarded to SREO for processing. For further information on what level of approval is required please see QA4 (<http://www.bath.ac.uk/learningandteaching/cop/qastatements/QAX/QA04.pdf>) or contact your Faculty Executive Assistant/School Administrator.
- Once a programme/unit change or a new programme/unit has been approved, your FEA should forward all relevant paperwork to Helen Buick in SREO as soon as possible so that she can make the necessary amendments in SAMIS and in the web-based catalogues.
- It is the responsibility of the owning department to advise the relevant Directors of Studies of any changes which will affect programmes or units offered by other departments. The agreement of all affected departments must be obtained **before** sending documents to SREO.
- Failure to keep to deadlines may result in delays to one or more of the processes reliant on programme and unit data (see box, upper left).

For further information:

Helen Buick, Administrative Assistant
Student Records & Examinations Office
Email: H.E.Buick@bath.ac.uk
Tel: 01225 38(6270)

On the Web:

Programme & Unit Catalogues:
<http://www.bath.ac.uk/catalogues/>

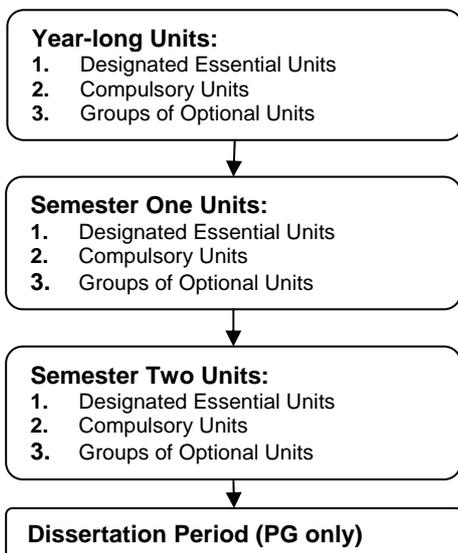
Learning & Teaching Enhancement
Office:
<http://www.bath.ac.uk/learningandteaching/>

SAMIS:
<https://www.bath.ac.uk/samis>

Notes on Programme Structure

General Structure

A programme of study is divided into academic years, each of which is made up of compulsory (*i.e.*, the unit must be taken) and/or optional (*i.e.*, the student may choose from two or more alternatives) units. Units are offered in specific period slots organised within the programme structure as follows:



Important Notes

- 1 Due to restrictions imposed by the way programmes are structured in SAMIS, year-long optional units cannot be included in the same groups as single-semester units.
- 2 You must advise the relevant Directors of Studies of any changes which affect units offered on programmes owned by other departments **before** submitting any changes to SREO.
- 3 Things to check before submitting your programme for approval:
 - Students are only required to take 60 credits in each academic year (unless the programme has received specific exemption from this rule).
 - Students can take no more than 36 credits of year-long units in any given year (with the exception of placement years and study years abroad).
 - Credits are balanced correctly between semesters.
 - For programmes in transition (*i.e.*, where a new structure is being phased in for an existing programme) that each year of the updated programme structure is clearly marked with the academic year in which it will become available.
- 4 Whilst some additional text can now be represented both in SAMIS and for web-based unit selection, certain amendments can still only be made once the web pages for the catalogues have been produced.
- 5 Special typographic characters can be difficult to represent in the web catalogues as not all characters have corresponding code in HTML. If you require the inclusion of special characters (particularly scientific symbols) in your programmes or units and you know of a way to represent these on the web, please send this information along with the relevant description.

Unit Assessment

Each unit must have a separate and discrete assessment (e.g. 100% exam / 50% coursework 50% exam etc.)

All students on a unit must be required to complete the same type of assessment. If different cohorts are required to do different types of assessment (e.g., undergraduates do 100% exam whereas postgraduates have to write an additional essay and so do 80% exam 20% essay) then you must have two separate units set up in SAMIS to accommodate this.

Assessment from one unit cannot be carried over into another unit. If there is to be a combined assessment for units in different semesters then these units should be combined into a single year-long unit.

For further information on assessments in SAMIS please contact:

Lorna Joscelyne
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Email: L.F.Joscelyne@bath.ac.uk

Components of a Unit

Code - each unit has a unique code which includes references to its level and the department which 'owns' it.

Period Slot - e.g., Semester 1, Semester 2, Academic Year, Dissertation Period.

Credits - All students taking the unit must receive the same number of credits. If different cohorts are to receive different credits then you will need two separate units.

Assessment - it is particularly important that unit assessments are correct now that we are processing them through SAMIS. Please see box on left for further details.

Level - an individual unit can only be taught at one level. If the same unit is offered to both final year undergraduates and postgraduates they must both receive the same level of credit if the learning outcomes and assessment are the same.

Learning Outcomes - if the same unit is taught at more than one level (e.g., at honours level for final year undergraduates and at masters level for taught postgraduates) then the learning outcomes should be different and appropriate for each level of study.

Rules - e.g., units that must be taken before/after taking this unit. These rules should apply to all students taking the unit regardless of their programme of study.