



**UNIVERSITY**  
*of*  
**GLASGOW**

**CCIMS**  
**Central Course Information Management System**  
**USER MANUAL**

Version 3.1, January 2008

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# 1 Introduction

## 1.1 Course/Programme Approval Process

The introduction of new courses, changes to courses and course withdrawals at the University of Glasgow are subject to an approval process. The University's Course/Programme Approval process was revised from session 2001-2002 in an attempt to streamline the procedure of formal academic review of courses and degree programmes offered by the University. Responsibility for the approval of new, change, withdrawal or suspension submissions for *courses* has been devolved to Faculties. However, approval of new, major change, withdrawal or suspension proposals for *degree programmes* remains the responsibility of Senate, through scrutiny by the Academic Regulations Committee (ARC) on behalf of the Education Committee (EC). As the majority of course approval proposals relate to courses, the revised procedure improves the time taken to process proposals pertaining to the approval of courses. Through devolving responsibility to Faculties for the full scrutiny and approval of proposals relating to courses, Education Committee is able to undertake a more thorough consideration of the wider issues of the academic provision of the University.

For more information on course approval procedures, see the Senate Office Web site:  
<http://senate.gla.ac.uk/qa/approval/index.html>

## 1.2 Definition of Courses/Programmes

For the purposes of the revised course approval system covers 'courses' and 'degree programmes', with degree programmes covering all 'awards'. The course approval process allows the following for both courses and degree programmes:

- Propose a new course/degree programme
- Change an existing course/degree programme
- Withdraw/suspend an existing course/degree programme

## 1.3 Electronic Submissions and CCIMS

The course approval system is linked to the central Student Records System which holds information relating to courses and degree programmes offered at the University of Glasgow. Any persons making changes to or setting up a new course/degree programme must do so through the *Central Course Information Management System (CCIMS)*. CCIMS is a Windows style application accessed via a Web browser which provides a means for staff to maintain information in the central database about proposed and offered courses.

Preparing and submitting proposals is done directly through CCIMS. Proposal forms are generated electronically from the information input to the database. These forms are then posted to faculty along with any other necessary documentation.

Both proposed and currently live courses can be viewed and maintained using CCIMS. No proposed course will appear in the *live* section of the CCIMS database until the proposal has received formal approval as set out in the course approval process.

Please note that, when dealing with a **joint/collaborative programme**, the CCIMS record is only required where the University of Glasgow is the administering institution. If in doubt, please contact the Senate Office.

## 1.4 Timing

### 1.4.1 Course proposals

Since the approval of all course proposals has now been devolved to Faculties, these can be considered at any time subject to the local arrangements for each Faculty. Please contact your Faculty Office for details.

#### **1.4.2 Degree programme proposals**

All degree programme/award proposals still require the full approval by Senate, following scrutiny by the Academic Regulations Committee. All proposals in this category will be scrutinised by the Boards of Studies and approved by Faculties for submission to the Academic Regulations Committee by a specified date in each session. Please contact your Faculty Office for details.

#### **1.5 Programme Specifications**

From Session 2004-05 it is a requirement to produce Programme Specifications for any new programmes and for major changes to existing programmes. Guidance, including the Programme Specification template to be used, can be found at:

<http://senate.gla.ac.uk/academic/progspecs/index.html>

and support is also available from the Teaching and Learning Service. Whilst your Programme Specification cannot yet be entered into CCIMS, it is intended that this will be possible from early 2006. Any Programme Specifications already produced in another format prior to this will be input to CCIMS soon after.

## 2 Accessing CCIMS and Logging In

### 2.1 Registration

For data protection reasons, before being able to access the CCIMS system you must first register for use through MIS. A registration form can be downloaded on-line at the following web address:

<http://www.mis.gla.ac.uk/accforms/>

Once your registration has been processed, you will be notified and told the user name and password and given instructions on how to set up your computer to use CCIMS.

### 2.2 Installation

In order to run CCIMS, you need to install a plug-in and a security policy file onto your PC. The plug-in will allow you to use CCIMS and any other Java Web facilities from your browser. The Java security policy file will allow CCIMS to create files and to use your clipboard. **You only need to install these files once.** Installation instructions can be found at:

<http://studentserver.mis.gla.ac.uk/students/ccims/ccimspluginpage.html>

### 2.3 Starting the system

CCIMS is a web interface, accessed using Internet Explorer or Netscape from the following Web page:

<http://studentserver.mis.gla.ac.uk/students/ccims/ccims.html>

When the web site loads, you will be presented with the CCIMS page. If, for any reason, there is a problem with the underlying database and it is not available, you will receive a message indicating this. It is important that you keep the main page open throughout the time that you are using CCIMS – closing the main page will close the system and you will lose any unsaved work.

### 2.4 Logging In

On the top right hand side of the main page you will notice a section called 'LOG INTO CCIMS'.

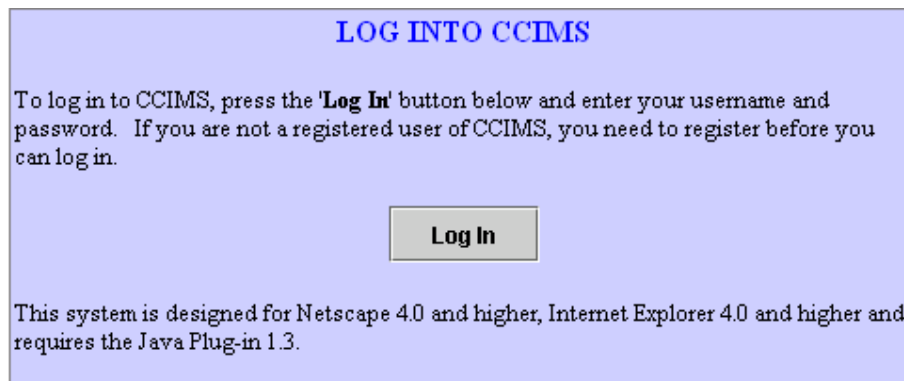


Figure 1: The 'Log In' button

Click on the '**Log In**' button in this section. You will then be asked for your user name and password. Enter your details and press the 'OK' button.

CCIMS maintains a record of who is using the system and prevents you from starting multiple sessions at any one time. If you cannot log in because the system displays an error message stating that you are already logged in, then contact the Helpdesk (see section 12.5).

## 2.5 The main menu

Once the user name and password have been entered correctly, a main menu window will appear (see figure below) giving you the following options:

- *Propose a New Course*: Use to propose a totally new course.
- *Propose a New Programme*: Use to propose a totally new degree programme.
- *Propose to Change a Course/Programme*: Use to propose a change to an existing course or degree programme.
- *Propose to Withdraw/Suspend a Course/Programme*: Use to withdraw or suspend a course or degree programme.
- *Edit an Existing Proposal*: Use to return to a proposal that has already been started and saved.
- *Change a Course without Approval*: Use to make changes to an existing course where the changes *do not* require Faculty approval. Only the following fields can be changed in this way at the moment:
  - Intended student numbers
  - Whether the course appears in the Undergraduate Course Catalogue
  - The Course Co-ordinator
  - Course Texts
- *View a Live Course/Programme*: Use to see information about a course or degree programme currently offered by the University.
- *Preview UG Course Catalogue*: Use to see how your department's courses will look in the Undergraduate Course Catalogue.

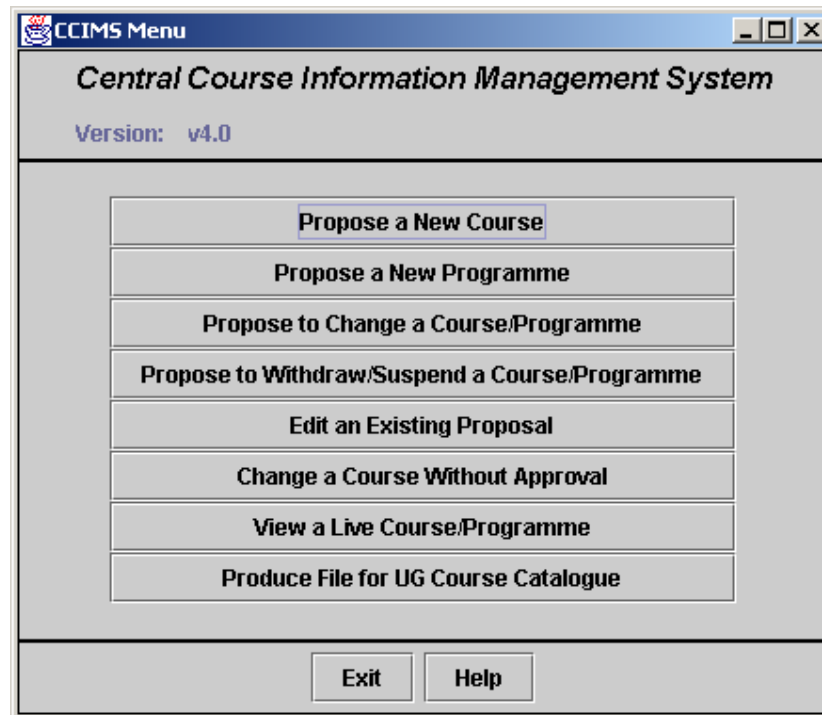


Figure 2: The CCIMS Main Menu

## 3 General Use and Features

### 3.1 The Toolbar

The main windows within CCIMS have a toolbar displayed near the top. The buttons on the toolbar are activated under certain circumstances while at other times they are greyed out and cannot be pressed. Some of the toolbar buttons are for tables only; selecting a row in a table will activate these functions. When the mouse is hovered over a toolbar button, a brief description of the tool appears.



**Figure 3: The toolbar**



#### Save Button

To save the changes which you have made into the underlying database, you must press the Save button. Remember that what you enter on the screen is only held locally on your computer, and until the Save is pressed, it is not safely stored in the CCIMS database. Once the save has been successfully completed, a message will be displayed confirming this.



#### Add Button

This will be activated when you click on one of the tables on the window (e.g. the table containing a list of consultations on the Consultations screen) and allows you to insert a new row (e.g. a new consultation). When you use this function a separate window will be displayed into which you can enter the relevant data. When you have completed filling in that window, you must either press the 'OK' button or the 'Cancel' button. The 'OK' button will return the data which you have entered, and display it as a row in the table, while 'Cancel' will abandon the insert. Use the 'Save' button to ensure that the details you have entered are saved into the database.



#### Edit Row

Activated when you click on a row of a table which contains an existing entry, this allows you to amend, or edit, that entry. Like the add row button above, this will display another window where the details will be displayed and you can make any amendments you wish. Note that when editing an existing entry, there may be some fields where the details cannot be changed. Again like the insert row button, you must press the 'OK' button or the 'Cancel' button to either keep the changes or abandon them. Use the 'Save' button once you have returned to the main window to ensure the database is updated.



#### Delete Row

This button will delete an existing row from the table. It is only activated when you click on an already existing row. The row in the table will be removed but (as with other changes to the displayed data) the actual deletion from the underlying database will not take place until you press the Save button.



#### Cut

This button is only active when your cursor is resting on a large text field (e.g. the Resources screen). Text can be highlighted by dragging the mouse over it whilst pressing the left mouse button. Whilst the text is highlighted, click this icon and you will note the text will be cut from the field.



#### Copy

Again, this button is only active when your cursor is resting on a large text field (e.g. the Resources screen). To copy, highlight the text then click this toolbar option.



Paste

Again, this button is only active when your cursor is resting on a large text field (e.g. the Resources screen). When text is cut or copied, this button can be used to put this copied or cut text into other fields. Make sure the cursor is in the area you want the text to go and click this toolbar icon to paste the copied or cut text to that area.



Help

Provides general help about the system.

### 3.2 The Menus

Many of the main windows in CCIMS also have drop down menus at the top of the main window, as in the figure below.

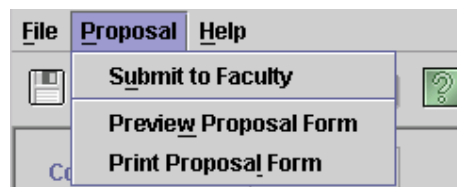


Figure 4: The menus

#### 3.2.1 File menu

The options under the File menu are 'Save' and 'Exit'. Both of these can be seen in the picture below.

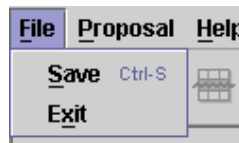


Figure 5: The File Menu

Save can be clicked to save the information you are inserting into CCIMS from your PC onto the CCIMS database on the server.

Exit can be clicked to exit the current window and return to the main CCIMS menu window. You will notice another *Exit* button at the bottom of the main CCIMS menu window (see Figure 2:). Clicking this will end your CCIMS session.

#### 3.2.2 Proposal menu

The proposal menu offers functions relating to proposals you are working on. These may differ or be greyed-out depending on the type of proposal.

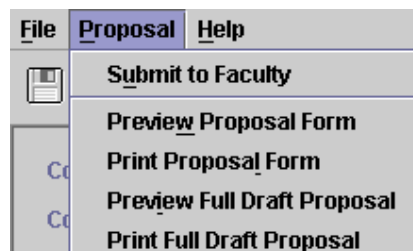


Figure 6: The Proposal menu

- *Submit to Faculty:* Once the proposal is finished, this menu function can be chosen to submit the proposal to faculty.
- *View Live Course:* Use this option to view the live details of a course when working on a change proposal. *Only appears for change proposals.*
- *Preview Proposal Form:* You can use this menu function to get a page-by-page preview of the proposal before printing it. This will give you an indication of what the finished, printed product will look like.
- *Print Proposal form:* This menu function can be used to print the proposal after you have reviewed it and are happy with its content. The printed form must be signed by the appropriate head(s) of department and sent to the Faculty Office.
- *Preview Full Draft Proposal:* You can use this menu function to get a page-by-page preview of a full draft version of your proposal before printing it. This will give you an indication of what the finished, printed product will look like.
- *Print Full Draft Proposal:* This menu function can be used to print a full draft version of your proposal. This is a less selective version of the form which should not be sent to the Faculty Office but simply used for departmental checking purposes if desired.

### 3.2.3 Help menu

The options under the help menu are ‘*Help Contents*’ and ‘*About*’. Choosing the help contents will bring up the online help information whilst the about button has copyright and proprietary information.

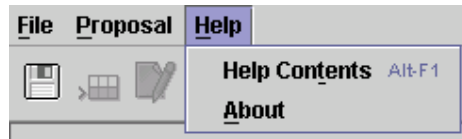


Figure 7: The Help menu

## 3.3 The Find Windows

### 3.3.1 Overview

A number of places in the CCIMS make use of a ‘Find’ window. This facility can be used to locate a piece of information in the system by carrying out a qualified search. It is used, for example, when you search for a proposal that has been already entered into the CCIMS or where you are looking for a particular value, such as a course code.

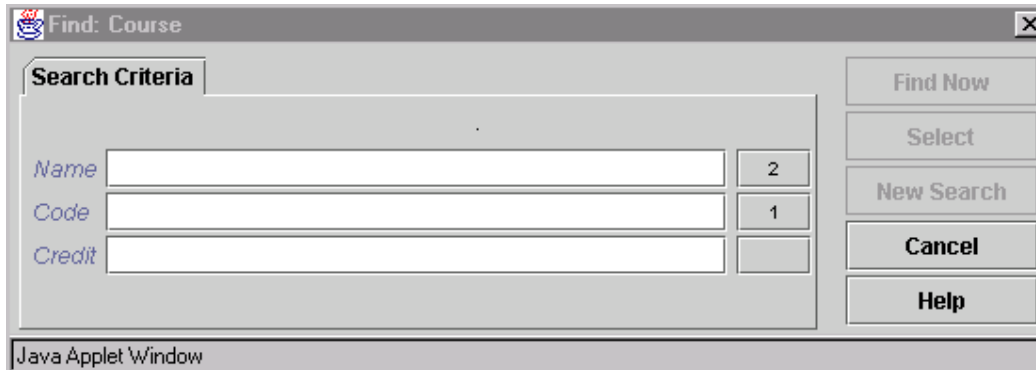


Figure 8: A Find window

### 3.3.2 Performing a Search

You can enter any search criteria you wish in the fields, including ‘wild cards’. The wild cards that can be used here are:

- %           **percent** – represents any number of characters (including zero characters), and
- \_           **underscore** – represents one, and exactly one, character. **Use this to represent a space.**

Once you have entered some criteria press the 'Find Now' button and a search will be done and results displayed at the foot of the window. Note that in some cases the 'Find Now' button will not be active until you have tabbed out of a field after entering some search criteria. This is a means of ensuring that some criteria have been entered, as carrying out some searches with no criteria could return very large numbers of records, and have an impact on other users of the system.

The total number of records found in the search will be displayed in the lower left of the window

You can go back and carry out another search by using the 'New Search' button, or if you have found the entry that you want, simply click on the relevant row and then press the 'Select' button (which will only become active once a row is selected). Alternatively, double-click on the relevant row and the selected value will be returned for you to the field on which you were doing the search.

You can supply search criteria in as many of the search fields as you wish and the system will assume that all the conditions must be true. For example, to search for a member of staff you may have a Find window containing *Surname* and *Forename* fields. Entering **Smith** in the surname and **J%** in the forename will result in only people with the surname Smith and with a forename that begins with J being displayed.

Note that you cannot use another CCIMS window while a Find Window is open. Therefore, if you leave a Find window open and maximise another window so that the Find window is obscured, you will not be able to proceed to use CCIMS without retrieving and closing the Find Window. If you are unable to use CCIMS because the screens are inactive and just 'beep' at you, minimise all the windows on your computer until you locate a Find window which is waiting for a response.

### 3.3.3 Sorting the output

To simplify checking through a long list, you may wish the output to be sorted in a particular way, e.g. by surname. This can be done by clicking on the boxes to the right of the search criteria fields. Clicking on a box will result in a "1" being displayed in the box, indicating that this is the primary field on which the sorting will be done. Secondary and subsequent sorting can be defined by clicking on other boxes (where "2", "3" etc. will appear). For example, to sort the output of a list of members of staff, you could click on the surname followed by the forename sort boxes. Just click on the boxes again to remove the sorting; removing the primary sort will result in the others being promoted to a higher sort level (e.g. 2 will become 1). The sorting must be set before starting the search.

### 3.3.4 Ranges

You can search for a range of values in a field. For example, to say that you want courses with *Credits* over 80, you can enter:

- `> 80`

Similarly you can use < for "less than". The greater-than (>) and less-than symbols (<) can also be used for any date values, as can the >= (greater-than-or-equal-to) or <= (less-than-or-equal-to) symbols.

To specify a fixed range of either dates or numeric values you can combine two conditions by using the + (plus) sign (representing "and"). For example:

- `>= 80 + <= 120`

which would mean "between 80 and 120 inclusive".

### 3.3.5 Alternative Values

In a similar way you can look for two different alternatives. For example if you want to look for someone with a surname of either Black or Brown, you can do this by combining the values using the | (vertical bar) sign which represents OR:

- `BLACK | BROWN`

which would return a list of people with either surname.

### 3.3.6 Values with Spaces in them

A value which contains a space character can be searched for by enclosing the whole string in single quotes ('). For example, to look for an English Language course you would need to enter:

- 'ENGLISH LANGUAGE 1A'

Alternatively, you could use the underscore wild card representing one character:

- %ENGLISH\_LANGUAGE%

### 3.4 Other Features of CCIMS

Some further standard features of CCIMS:

#### 3.4.1 Permissions

Different users and proposal types have different permissions within CCIMS. These permissions relate to information that you can change for a course proposal. Your permissions may cause some areas of the system to be "read-only" (i.e. you can see the data but not change it).

#### 3.4.2 Moving between fields

As with most Windows-style applications you can move in between fields by pressing the **Tab** key. Reversing the top to down process of pressing tab can be achieved by pressing **Shift-Tab**. You can also move around the screens using your mouse.

#### 3.4.3 Lists

For many fields in the system, you must choose from a list of values. To simplify the process of completing the forms, CCIMS offers two means by which you can select a value to be entered into these fields – **Combo-Boxes** or **Qualified Lists**.

*Combo-Boxes:*

In cases where there are only a relatively small number of values, a combo box (or drop-down list) is used. Simply click on the box and the list of available values will be supplied from which you can pick the one that you want. When the list is displayed, you can navigate easily by pressing the alphabetical keys to take you to that letter.



*Qualified lists:*

Where there are a large number of possible values you can select from (e.g. Course Code) a different technique is used. In these cases, a field is available into which you can type a value. If you know the code you can simply enter it and the system will check that it is valid. If you do not know the code, a button is available to the right of the field, identifiable by the pair of binoculars. When this button is pressed, a 'Find' window will appear.

#### 3.4.4 Field Types

There are a number of different types of field within CCIMS including character fields, numeric fields and date fields. Some are "simple fields" where only a single value can be entered and some are tables where rows can be entered or edited. Generally, you can enter values into the 'simple fields', but the tables are read-only. You can add and edit rows in the table as was described in section 3.1.

*Character Fields:*

These are normal fields into which you can enter a text value. In some cases anything can be entered and no validation will take place (e.g. general text such as Resources) but in others a correct value must be entered (course codes). If the information entered is invalid a warning message will be returned and after this the field will be blanked out again. Generally, validated fields will provide a Find window or combo box.

*Numeric Fields:*

These fields require numbers and will only accept a digit and a decimal point if needed.

*Date Fields:*

All dates should be entered as *dd/mm/yyyy* where *dd* and *mm* can be a one or two-digit day or month, *yyyy* should always be entered as a four-digit year. It is necessary to use a slash (/) to separate the sections. Dates are validated so if the date is invalid, it will be blanked out and it must be entered again.

## 4 Proposing a New Course

To propose a new course, choose 'Propose A New Course' from the main menu after logging into CCIMS. For the purposes of course approval, a course is a series of lectures and/or practical work, assignments, etc, on a series of related topics for which there is assessment.

### 4.1 The Define New Course Screen

On choosing to propose a new course, the *Define New Course* screen will appear:

**Figure 9:** The Define New Course screen

#### 4.1.1 Defining the new course

Before proceeding, you are asked to define the new course. Once you have completed these fields, press the 'OK' button to proceed. The fields are described below:

##### Course Qualifier

The course qualifier qualifies what type of course you are proposing. The options are:

*Certificate:* A course leading to the award of a Certificate.

*Combined Honours:* A combined honours course is one in which the degree is offered in two equally weighted subjects; it will always be matched within a student's curriculum with another combined honours course.

*Diploma:* A course leading to the award of a postgraduate Diploma.

*Honours Course:* Honours courses are the components, whether honours courses or compulsory courses, of the honours degree programmes represented by a student's Single, Combined, Principal and Subsidiary honours courses.

*Principal Honours:* A principal honours course is one which carries 75% of the credits of the honours programme; it will always be matched within a student's curriculum with a subsidiary honours course.

*Qualifying Non-Honours:* Level 1 and level 2 and higher level courses which form part of a general (not honours) degree programme.

*Research:* A course which is part of a research degree programme.

*Single Honours:* A course which is the sole subject of the honours degree awarded to the students taking it.

*Subsidiary Honours:* A subsidiary honours is one which carries 25% of the credits of the honours programme; it will always be matched within a student's curriculum with a principal honours course.

*Taught Postgraduate:* Taught postgraduate courses are either the entire coursework or the component courses of a degree programme awarded on the basis of taught work.

*UG Diploma:* A course leading to the award of an undergraduate Diploma.

*Dace – credit:* A course offered by the Department of Adult and Continuing Education in which credit gained may count towards the requirements for a Glasgow degree programme.

*Dace – no credit:* A course offered by the Department of Adult and Continuing Education in which credit gained may *not* count towards the requirements for a Glasgow degree programme.

<b>Faculty</b>	The faculty to which the department creating the course belongs.
<b>Course Level</b>	The level at which the course being proposed is taught. The choices that appear in this list will vary depending on the Course Qualifier chosen.
<b>UG/PG</b>	Whether the course is intended for Undergraduate, Postgraduate or Higher Doctorate students.
<b>Work Placement/Year Abroad</b>	Whether the course represents a work placement or year of study abroad. This field will only be active if you have chosen an appropriate Course Qualifier and Level (Single Honours at level 3).

#### **4.1.2 Copy From Existing Proposal**

If you have already created a proposal, you can use the '*Copy From Existing Proposal*' button to create a new proposal with the same details. You can then change those pieces of information in the new proposal which differ from the previous proposal.

#### **4.1.3 Copy From a Live Course**

You can use the '*Copy From a Live Course*' button to create a new proposal with the same details as an existing live course. You can then change those pieces of information in the new proposal which differ from the other course.

## 4.2 New Course Proposal Window: Screen By Screen

Once you have entered details on the Define New Course screen and clicked 'OK', a new window will open up. This is the New Course Proposal window or main CCIMS window, as seen below.

Stage	Date Progressed	Progressed By
NEW	30/03/2005 10:03:13	Ms Anna Phelan

Figure 10: The New Course Proposal window - Courses

The screen is composed of three panels. The top panel contains identifying information, most of which you have already entered. You should enter the course name (see Appendix A: Course/Programme Naming Guidelines). The course code will be generated (see section 4.3).

Figure 11: The top panel of the main window

The menu panel on the left-hand side (with *New Proposal* as the first heading) should be used as a guide to preparing the proposal. Depending on the course qualifier chosen and the type of course and proposal, this menu will change slightly. You should aim to work through all the options on this panel. Clicking on each option will change what appears on the main panel on the right-hand side of the window. This will ensure that all required information has been entered to allow the generation of a fully completed proposal form and submission of the proposal. The menu is divided into two sections, Proposal Details and Course Details, each containing several screens. These screens will now be discussed in order.

### 4.2.1 Proposal Progress screen

This screen shows the proposal's progress through the approval system. Faculty or Senate Office staff maintain most of the fields so the proposer of the course does not have to fill in many fields on this screen.



<b>Board of Studies meeting date</b>	<i>For Faculty use only.</i> Meeting date of the Board of Studies.
<b>Faculty meeting date</b>	<i>For Faculty use only.</i> Meeting date of the faculty.
<b>Faculty minute reference</b>	<i>For Faculty use only.</i> Reference to the minutes of the faculty meeting.
<b>Date submitted to EC</b>	<i>For Faculty use only.</i> Date on which the proposal was submitted to Education Committee.
<b>Date approved by EC</b>	<i>For Faculty use only.</i> Date on which the proposal was approved by Education Committee.
<b>Date Senate approved</b>	<i>For Senate Office use only with respect to proposals for degree programmes.</i> Date on which Senate approved the proposal.
<b>Senate minute reference</b>	<i>For Senate Office use only with respect to proposals for degree programmes.</i> Reference to the minutes of the Senate meeting.
<b>Summer powers used</b>	<i>For Senate Office use only with respect to proposals for degree programmes.</i> Whether Summer Powers were used to approve the proposal.
<b>Proposal History</b>	This table contains a history of the proposal to date, which is updated automatically as the proposal goes through each stage of the course approval procedure.

#### 4.2.2 Consultations screen

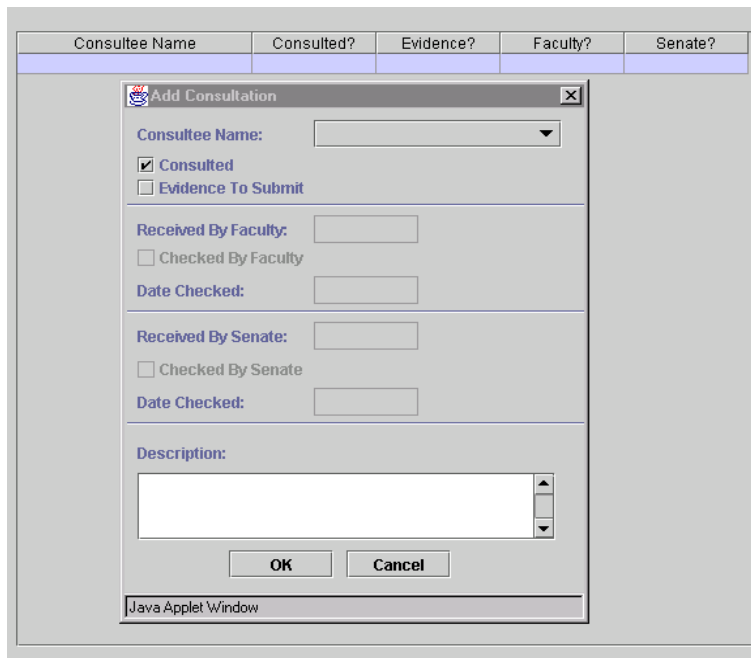
Enter details of any consultations undertaken regarding the proposal. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar). It should be noted that entering every kind of consultation is not mandatory as not all consultations will be appropriate to every proposal. Student, Central Room Bookings and External Academic consultations are mandatory for all new course proposals. Guidance on which other consultations are required can be found on the Senate Office Web pages at: <http://senate.gla.ac.uk/quality/courseapproval/index.html>

Departments should note that Faculties will ensure that the evidence for all necessary consultations has been submitted with the proposal. Where this is not the case, proposals will be returned to departments.

The fields on the Consultation screen are as follows:

<b>Consultee Name</b>	The type of consultee, e.g. 'Students'.
<b>Consulted</b>	Whether consulted.
<b>Evidence To Submit</b>	Whether evidence of the consultation has been or will be submitted.
<b>Received By Faculty</b>	<i>For Faculty use only.</i> Date on which the evidence was received by faculty.
<b>Checked By Faculty</b>	<i>For Faculty use only.</i> Whether faculty have checked the evidence.
<b>Date Checked</b>	<i>For Faculty use only.</i> Date on which the evidence was checked by faculty.

- Received By Senate**      *For Senate Office use only with respect to proposals for degree programmes. Date on which the evidence was received by Senate Office.*
  
- Checked By Senate**      *For Senate Office use only with respect to proposals for degree programmes. Whether Senate Office have checked the evidence.*
  
- Date Checked**      *For Senate Office use only with respect to proposals for degree programmes. Date on which the evidence was checked by Senate Office.*
  
- Description**      Optional description of the consultation.



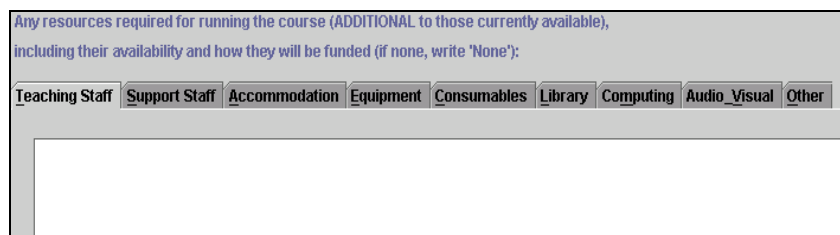
**Figure 13: Adding a consultation**

**4.2.3 Rationale screen**

This field should be used to give an explanation for proposing the new course or why a course is changing. Completion of this screen is mandatory.

**4.2.4 Resources screen**

This is a text-only screen containing nine tabs, once for each type of resource. Only those resources required to run the course which would be *additional* to those currently available to the department should be listed. Completion of this screen is mandatory. Enter 'None' under each tab if no additional resources are required.



**Figure 14: The tabs on the Resources screen**

#### 4.2.5 Documents screen

This screen is a record of all documents that will accompany the proposal. Click on the table and use the *Add* icon on the toolbar to add a new row (see section 3.1). Select the document type from the drop-down menu. The remainder of the fields are completed by Faculty Office and Senate Office.

The fields on this screen are as follows:

<b>Document Type</b>	The type of document. The following options are available:  <i>BOS Summary Minute</i> : This records basic administrative information about the Board of Studies meeting, such as the proposals considered, the date of the meeting and attendance details. <i>Board of Studies Report</i> : This is the main vehicle by which to record the scrutiny process for each proposal. <i>Consulting Documents</i> : This enables the consultation documents, noted under consultations 4.2.2, to be listed. <i>Costing</i> : This allows documentation to be appended concerning the financial viability of a proposal. <i>Programme Specification</i> : A programme specification is a concise description of the intended outcomes of learning from a degree programme, and the means by which these outcomes are achieved and demonstrated. Further information and links on Programme Specifications can be found on the Teaching and Learning Service Web site at: <a href="http://www.gla.ac.uk/services/tls/TLSInfo/subrev.html">http://www.gla.ac.uk/services/tls/TLSInfo/subrev.html</a>
<b>Received By Faculty</b>	<i>For Faculty use only.</i> Date on which the document was received by faculty.
<b>Checked By Faculty</b>	<i>For Faculty use only.</i> Whether faculty have checked the document.
<b>Date Checked</b>	<i>For Faculty use only.</i> Date on which the document was checked by faculty.
<b>Received By Senate</b>	<i>For Senate Office use only with respect to proposals for degree programmes.</i> Date on which the document was received by Senate Office.
<b>Checked By Senate</b>	<i>For Senate Office use only with respect to proposals for degree programmes.</i> Whether Senate Office have checked the document.
<b>Date Checked</b>	<i>For Senate Office use only with respect to proposals for degree programmes.</i> Date on which the document was checked by Senate Office.
<b>Description</b>	Optional description of the document.

Documents submitted with this proposal:

Document Type	Faculty?	Senate?

**Add Document** [X]

Document Type:

Received By Faculty:

Checked By Faculty

Date Checked:

Received By Senate:

Checked By Senate

Date Checked:

Description:

Java Applet Window

Figure 15: Adding a document

**4.2.6 General screen**

This screen concerns general aspects of the proposed course. It is divided into three tabs, General, Departments and Replacements.

**4.2.6.1 General Tab**

This tab contains many general fields, some of which are mandatory.

**General** | Departments | Replacements

Level:  Credits:

Qualifier:  Start Date:

UG/PG:  When Taught:

Coordinator's Staff No:

Alternate Sessions  Starting Session:  Work Placement/Year Abroad

Abbreviated Name:

Available To Visiting Students  In UG Catalogue  Distance Learning

Class Numbers:  
 Minimum:  Maximum:  Target:

Assessed

Main Diet:  Resit Diet:

Figure 16: The General tab of the General screen - Courses

The fields on the General tab are as follows:

<b>Level</b>	The level at which the course is taught.
<b>Credits</b>	The number of credits allocated to the course.
<b>Status</b>	The status of the course, e.g. 'Proposed' for new courses, 'Live' for existing courses.
<b>Start Date</b>	When the proposed course is to start. This does not have to be exact. See section 3.4.4 for an explanation of the date format.
<b>UG/PG</b>	This is a drop down menu – choices are postgraduate, undergraduate and higher doctorate.
<b>When Taught</b>	The proportion of the session in which the course is taught, e.g. full year, semester 1, term 3.
<b>Co-ordinator's Staff No</b>	Staff number and name of the course co-ordinator – a search can be done to find this by pressing the binoculars icon beside the field.
<b>Alternate Sessions</b>	Whether course is taught in alternate sessions. If so, this will be highlighted in the Undergraduate Course Catalogue.
<b>Starting Session</b>	If a course is taught in alternate sessions, the first session in which it is taught. This is used by the system to determine whether the course is taught in a particular session under the assumption that it is taught every second year.
<b>Work Placement/Year Abroad</b>	Whether the course represents a work placement or year of study abroad. This field will only be active if you have chosen an appropriate Course Qualifier and Level (Single Honours, level 3).
<b>Abbreviated Name</b>	A shorter version of the name, which can appear on reports issued by the Registry where there is not enough space for the full name. If the full name you enter is longer than 40 characters, you will be asked to provide an abbreviation. <i>When choosing the abbreviation, please remember that it may be published on student transcripts.</i>
<b>Available to Visiting Students</b>	Whether the course may be taken by visiting students. Used by Student Recruitment to advise visiting students.
<b>In UG Catalogue</b>	Whether course should appear in the Undergraduate Course Catalogue.
<b>Distance Learning</b>	Whether the course is taught via distance learning. A course should only be marked as Distance Learning if all students study at a distance. Where different sets of students study the same material both on campus and at a distance, two distinct course codes should be used, one code being used for the distance-taught course and one for the traditionally-taught course.
<b>Class Numbers</b>	The minimum, maximum and target class numbers.
<b>Assessed</b>	A course is assessed if a result, even one based on continuous assessment or a dissertation rather than an actual examination, is entered into the record of students taking that course by way of an examination candidate list provided by the Registry. (Note that success in a research course is always notified by letter to the student, copied to the Registry, and so these are never 'assessed' in

this sense).

**Main Diet**

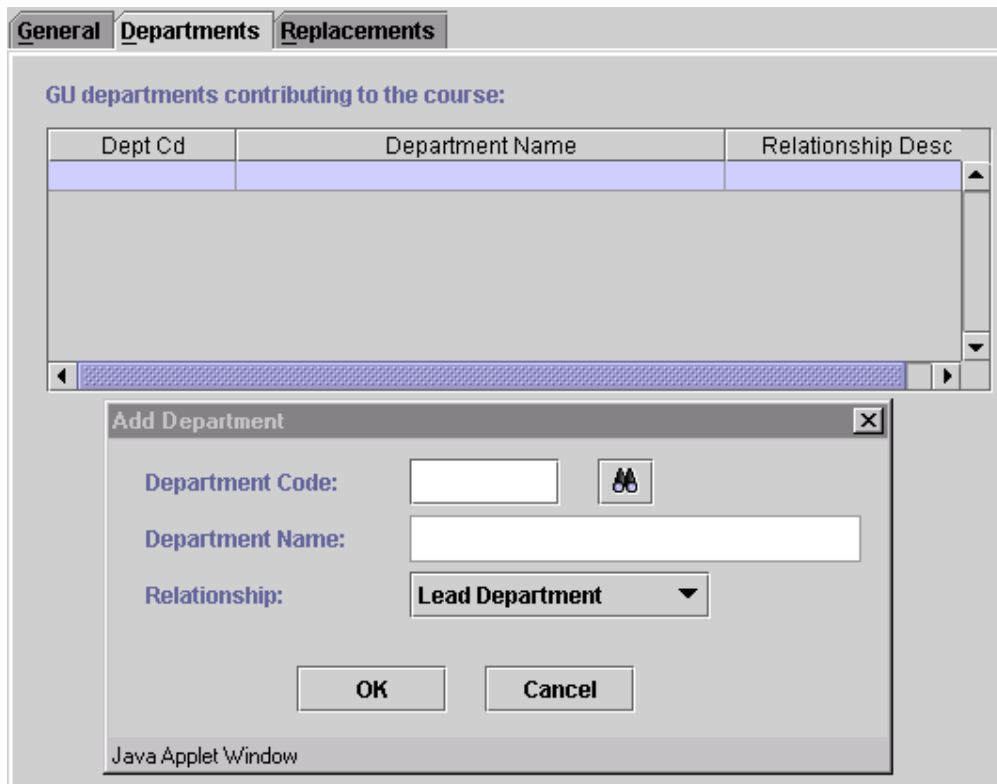
The main exam diet. This must be consistent with the value entered for When Taught and also with the Resit Diet.

**Resit Diet**

The resit exam diet. This must be consistent with the value entered for When Taught and also with the Main Diet.

**4.2.6.2 Departments Tab**

All GU departments contributing to the course should be noted here. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar). You must also indicate whether the department is the 'lead' department or 'other' contributing department via the Relationship drop-down list. A search can be done for the department code via the search button to right of department code field.



**Figure 17: Adding a department**

**4.2.6.3 Replacements tab**

Where the proposed new course replaces an existing course, the existing course should be noted here. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar).

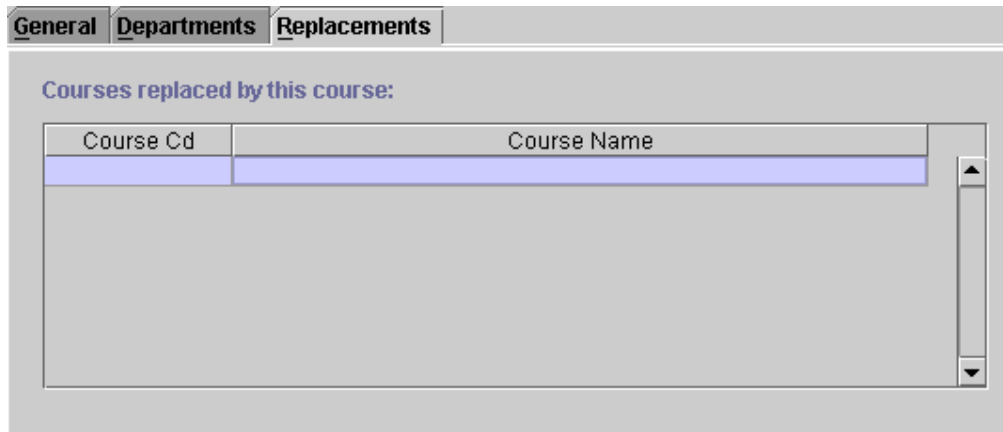


Figure 18: The Replacements tab

**4.2.7 Aims/Outcomes screen**

This screen contains text-only fields for the course aims and the intended learning outcomes. The Aims text appears in the Undergraduate Course Catalogue.

**4.2.8 Assessment screen**

The Assessment screen contains three tabs for summative assessment, formative assessment and the minimum required for the award of credit.

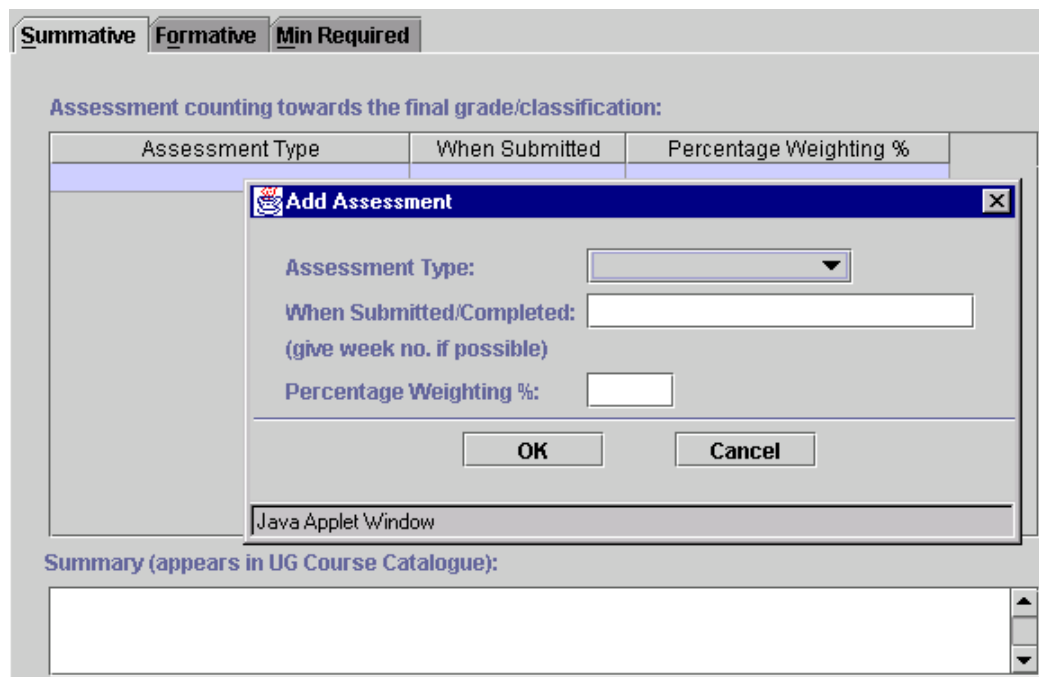


Figure 19: The Assessment screen

**4.2.8.1 The Summative tab**

All types of assessment counting towards the final grade/classification should be listed. The screen contains a table and a text summary field. Completion of the table is mandatory. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar). If desired, you can also complete the Summary field (below the table) with a textual summary that will appear in the Undergraduate Course Catalogue.

For each type of assessment, the following fields must be filled:

**Assessment Type** Select from the drop-down list, e.g. Essay.

**When Submitted** When the assessment is submitted by the student. Enter week number where possible using academic week numbers (Term 1 = weeks 1-10, Term 2 = weeks 11-20, etc). Completing 'when submitted' as a week number allows those teams scrutinising proposals to be satisfied that students have undertaken sufficient learning to enable them to be assessed.

**Percentage Weighting** In order to submit the proposal, the total weighting for all assessments must be 100%.

**4.2.8.2 The Formative tab**

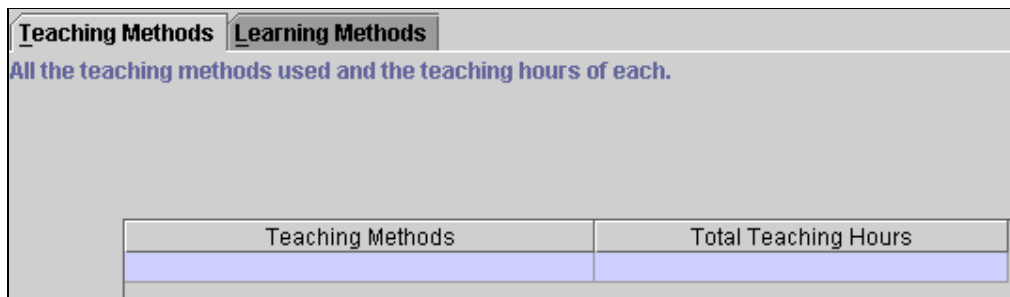
The formative assessment tab contains a text-only field and it is mandatory. This should be used to describe assessment which is used to provide feedback to the student but which does not contribute to the final grade.

**4.2.8.3 The Min Req tab**

The Min Req tab contains a text-only field which should be used to explain the minimum which a student must achieve in order to be awarded credit for the course. *This tab does not appear for Honours courses.* Completion of this field is mandatory for other types of course.

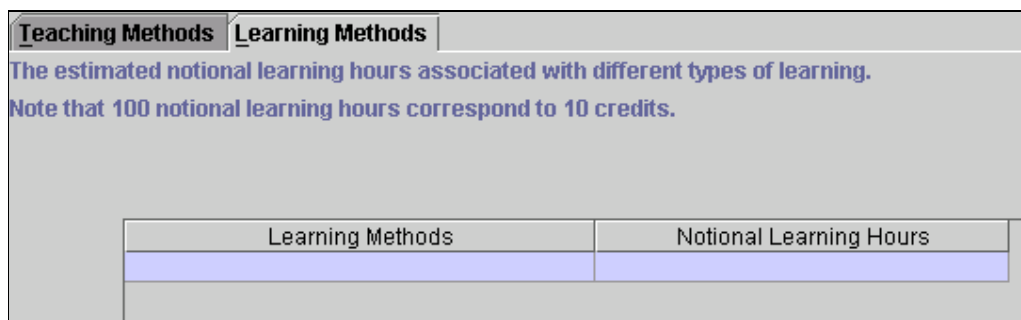
**4.2.9 Teaching/Learning screen**

The Teaching/Learning screen is composed of two tabs, one for the Teaching Methods used to teach the course and one for the Learning Methods students are expected to adopt. Completion of these fields is mandatory.



**Figure 20: The Teaching Methods tab**

To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar). The teaching method type should be selected via the drop-down menu and associated hours included.



**Figure 21: The Learning Methods tab**

For learning methods you must also include an estimate of the notional learning hours dedicated to each. Note that 100 notional learning hours corresponds to 10 credits. The system will not allow you to submit the proposal to Faculty unless the notional learning hours you have entered is ten times the credits you have entered on the General screen (see section 4.2.6.1).

#### 4.2.10 Timetable screen

This screen contains a text-only field into which you enter the times and days of teaching sessions if known. Completion of this field is mandatory and the field appears in the Undergraduate Course Catalogue.

#### 4.2.11 Texts screen

This screen contains a text-only field into which you enter information about the texts that students are expected to buy (with approximate costs) and the principal books/journals students are expected to consult. It is not mandatory to add any texts.

#### 4.2.12 Pre-requisites screen

The Pre-requisites screen deals with those courses which are the pre-requisites of the course you are proposing. This information is made available to other systems for the enrolment of students. There are four tabs:

*Mandatory Tab:* Details of mandatory prerequisite courses should be entered here. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar).

*Optional Tab:* Details of optional prerequisite courses together with the number of these options that a student is required to take. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar).

*Summary Tab:* This is a summary of mandatory and optional courses.

*Text tab:* This is a text-only field for entering a textual summary of the pre-requisites. This appears in the Undergraduate Course Catalogue.

Course Code	Course Name

**Figure 22: The Pre-requisites screen**

#### 4.2.13 Co-Requisites screen

Shows any other courses which must be taken in conjunction with the proposed course. This information is made available to other systems for the enrolment of students. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar). The Text Description field allows a textual summary of the co-requisites to be entered. This appears in the Undergraduate Course Catalogue.

**Co-requisite Courses:**

Course Code	Course Name

Text Description (appears in UG Course Catalogue):

**Figure 23: The Co-requisites screen**

#### 4.2.14 Exclusions screen

Courses which are mutually exclusive with the proposed course should be listed here. This information is made available to other systems for the enrolment of students. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar). The Text Description field allows a textual summary of the co-requisites to be entered. This appears in the Undergraduate Course Catalogue.

**Excluded Courses:**

Course Code	Course Name

Text Description (appears in UG Course Catalogue):

**Figure 24: The Exclusions screen**

#### 4.2.15 Honours Course Prescription screen

This is a text field and is a description or list of the Honours courses that can be taken in order to satisfy the requirements for the Honours course concerned. *This screen only appears for Honours courses.*

#### 4.2.16 Associated Courses screen

This screen details the courses with which the proposed course is associated. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar)..*This screen only applied to Honours Years and Honours Courses.* The purpose of the screen is to record information about which Honours Courses are required or optional for which year of which Honours programme. Used with Flexible Honours UG programmes only.

If this course contributes to a Flexible Honours Programme, enter the Honours 3rd and/or 4th Years.

Course Cd	Course Name	Course Type	Relationship	Required/Optional

**Figure 25: The Associated Courses screen**

<b>Course Cd</b>	The code of the associated course.
<b>Course Name</b>	The name of the associated course.
<b>Relationship</b>	The relationship between the courses. This can only be: <b>Honours Yr/Honours Course:</b> The Honours Course forms part of the Honours Year.
<b>Required/Optional</b>	Whether the Honours Course is required or optional for the Honours Year.

#### 4.2.17 Associated Degrees screen

This screen details the degree programmes to which the proposed course will contribute. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar)..

Enter the main Degree Programme(s) to which this course contributes.

Course Cd	Course Name	Course Type	Relationship

**Figure 26: The Associated Degrees screen**

<b>Course Cd</b>	The code of the associated degree programme.
<b>Course Name</b>	The name of the associated degree programme.
<b>Relationship</b>	The relationship between the course and the degree programme. This can be: <b>Programme/Course:</b> The course forms part of the programme but not a particular year. <i>Used with PG Programme components.</i> <b>Programme/Yr1 Course to Programme/ Yr5 Course:</b> The course forms part of a particular year of a programme. <i>Used with Fixed Curriculum UG Programme components.</i> <b>Programme/Hons Lvl 3 and Programme/Hons Lvl 4:</b> The course forms part of the Honours Years 3 and/or 4 of a programme. <i>Used with Flexible Honours UG Programme components.</i>

#### 4.2.18 Collaborators screen

This screen contains a checkbox to indicate whether the course is collaborative with another institution. This screen also offers the opportunity to list the collaborative institutions. *You should list Glasgow University along with the other collaborative institutions.* You are also asked to enter the relationship and load for each institution.

<b>Institution Code</b>	The code of the institution. Use the search facility available. Note that only educational institutions can be added - if your collaborator
-------------------------	---

is another kind of institution, this can be omitted.

- Institution Name**                      The name of the institution.
- Relationship**                        Whether the institution is the LEAD in terms of the collaboration or not.
- Percentage Weighting**              For LEAD institutions *only*, add enter the relative weighting between institutions.

To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar).

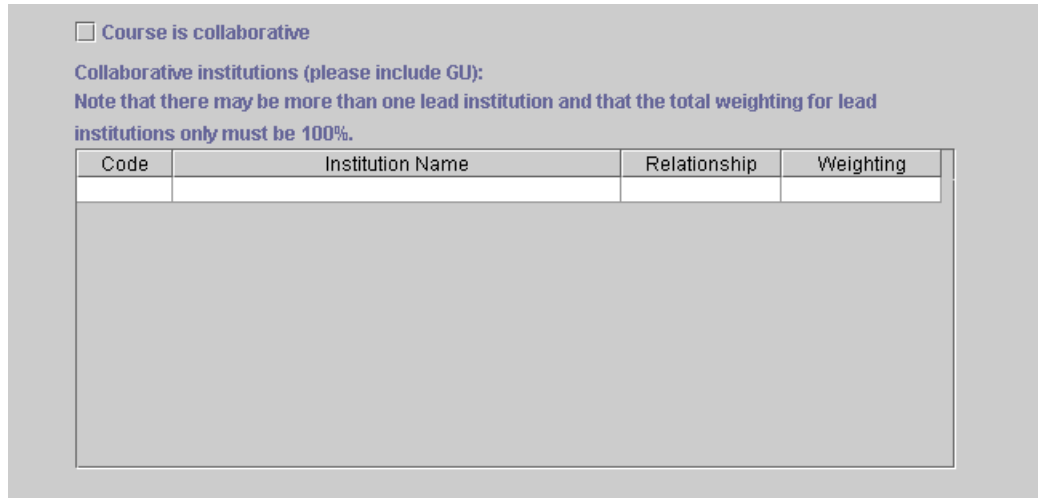


Figure 27: The Collaborators screen

### 4.3 Saving Your Proposal

You can save at any time as long as you have entered a course name and a lead department (see Mandatory Fields below). Choose **'FileSave'** from the menu. A message will tell you the course code which has been allocated. Make a note of the course code. This code will identify the course even after it is approved and offered to students. It is important to note that the code ends in an asterisk (\*) when the course is at the proposal stage but the asterisk is removed once the course is approved.

### 4.4 Mandatory Fields

Some fields are mandatory either for saving or for submitting a proposal.

In order to **save** a proposal, you need to enter:

- Name (visible on the top panel of the main screen)
- Lead Department (found on the *General* screen, *Departments* tab)

To **submit** a new proposal to faculty, you also need to enter the following:

- Consultations (minimum Student and External Academic)
- Rationale
- Resources

**On the *General* screen, *General* tab:**

- Start Date
- Credits

When Taught  
 Course Abbreviation (only enter this if the main course name has more than 40 chars)  
 Minimum, Maximum and Target class numbers.

Aims  
 Learning Outcomes  
 Summative Assessment  
 Formative Assessment  
 Minimum Required For Credit  
 Teaching Methods  
 Learning Methods  
 Timetable

**For Honours courses only:**  
 Honours Course Prescription

#### 4.5 Printing Your Proposal

You can print at any time. Choose **'ProposalPrint Proposal Form'** from the menu. When prompted, confirm that you want to print. This form should be sent to your Faculty Office when the proposal is completed.

You can also *preview* the printed form by choosing **'ProposalPreview Proposal Form'**. Drag the preview window to enlarge the preview.

It is also possible to print a full draft version of your proposal. This is a less selective version which should not be sent to the Faculty Office but simply used for departmental checking purposes if desired. Choose **'ProposalPrint Full Draft Proposal'** to print the draft or **'ProposalPreview Full Draft Proposal'** to preview it.

It is also possible to print a Summary version of your proposal. This is a short version which may be used by Boards of Studies if this is the practise in your faculty. Choose **'ProposalPrint Summary Form'** to print the draft or **'ProposalPreview Summary Form'** to preview it.

#### 4.6 Submitting Your Proposal

Choose **'ProposalSubmit To Faculty'** from the menu. When prompted, confirm that you want to proceed. If you have not filled in some mandatory fields, you will be prompted to fill them in. Fill in the fields and then select **'ProposalSubmit To Faculty'** again. When the proposal has been submitted, an email message will be sent to the Faculty Office informing them and you will receive a confirmation email message too.

*Once the proposal is submitted, you will **not** be able to change any details.* If you wish to make any changes after submission, contact your Faculty Office. If the Faculty Office wishes you to change details, they can send the proposal back to you for review, in which case you will receive an email informing you of this. Make any corrections necessary and the re-submit your proposal.

You will receive an email informing you when the Faculty Office has approved your proposal.

## 5 Proposing a New Degree Programme

To propose a new degree programme, choose 'Propose A New Programme' from the main menu after logging into CCIMS.

When working with records in CCIMS, degrees are categorised as follows:

### -Awards

The overall degree to be awarded, e.g. **B.Sc., Ph. D., M.Litt.**

### -Degree Programmes

A programme leading to an award in a particular subject, e.g. **B.Sc. in Mathematics, Ph. D in Arabic, M.Litt. in Scottish History.**

Degree Programmes can be sub-categorised as follows:

#### -Undergraduate Degree Programmes

Undergraduate programmes are all defined as either:

**-Flexible Honours:** Flexible in the choice of courses to follow, especially in years 1 and 2, e.g. **MA, B.Sc.**

**-Fixed Curriculum:** Relatively fixed in the courses which must be taken in each year e.g. **MBChB, B.Ed, B.Eng.**

#### -Postgraduate Degree Programmes

Postgraduate programmes are defined as either **Taught** or **Research** based programmes. These records are to be used when admitting students via the **Direct Admissions System (DAS)**.

### 5.1 The Propose New Degree Screen

On choosing to propose a new course, the *Propose New Degree* screen will appear (see Figure 28:).

Figure 28: New Degree Proposal - 1

### 5.1.1 Defining the new degree programme

The degree wizard will lead you through the process of defining the new degree programme. Before proceeding you must have obtained codes from the Registry. If you do not have them, contact Registry ([reg.support@admin.gla.ac.uk](mailto:reg.support@admin.gla.ac.uk)) or select 'No' when the system asks if you have codes and this will cause the system to email Registry for you.

<b>Name</b>	The name of the new degree programme.
<b>UG-PG</b>	Choose whether the degree is Undergraduate or Postgraduate.
<b>Codes From Registry</b>	Whether you have consulted Registry and received codes from them.

See section 5.1.2 for the rest of the procedure for UG programmes and section 5.1.3 for PG programmes.

### 5.1.2 UG Degree Programmes

Clicking '*Next*' will take you to the second screen of the wizard, which defines the type of degree (See Figure 29:).

<b>Award or programme</b>	You should choose ' <i>Programme</i> ' as only Registry can create Award records.
<b>Fixed or Flexible</b>	Choose whether the degree is a Fixed Curriculum or Flexible Honours (see definition above).

Figure 29: New Degree Proposal - 2

Clicking '*Next*' will take you to the final screen of the wizard, which will ask you to enter the codes given by Registry. Click '*Next*' again to move to the next screen of the wizard.

### 5.1.3 PG Degree Programmes

Clicking '*Next*' will take you to the final screen of the wizard, which will ask you to enter the codes given by Registry.

<b>FT, PT or Both</b>	You are asked to indicate whether the programme is FT. PT or both. If both, the system will allow you to edit the FT record and will automatically create the PT record for you when the FT one is approved..
-----------------------	---

Click '*Next*' to move to the next screen of the wizard.

#### 5.1.4 Copy From Existing Proposal

If you have already created a programme proposal, you can select **'Copy from an existing proposal'** and then click on the **'Find'** button (binoculars) to find the previous proposal and create a new proposal with the same details. You can then change those pieces of information in the new proposal which differ from the previous proposal.

#### 5.1.5 Copy From a Live Programme

If you know a similar live programme, you can select **'Copy from a live programme'** and then click on the **'Find'** button (binoculars) to find the existing course and create a new proposal with the same details. You can then change those pieces of information in the new proposal which differ from the previous proposal.

**Figure 30: Copying a degree proposal from another proposal or live programme**

Finally, click **'Finish'** to open the New Proposal window and enter the rest of the data.

## 5.2 New Proposal Window: Screen By Screen

Once you have entered details on the Define New Course screen and clicked **'OK'**, a new window will open up, this is the New Course Proposal window or main CCIMS window, as seen below. The menu panel on the left-hand side (with *New Proposal* as the first heading) should be used as a guide to preparing the proposal. You should aim to work through all the options on this panel. Clicking on each option will change the screen on the right-hand side of the window. This will ensure that all required information has been entered to allow the generation of a fully completed proposal form and submission of your proposal. The menu is divided into two sections, Proposal Details and Course Details, each containing several screens. These are discussed below.

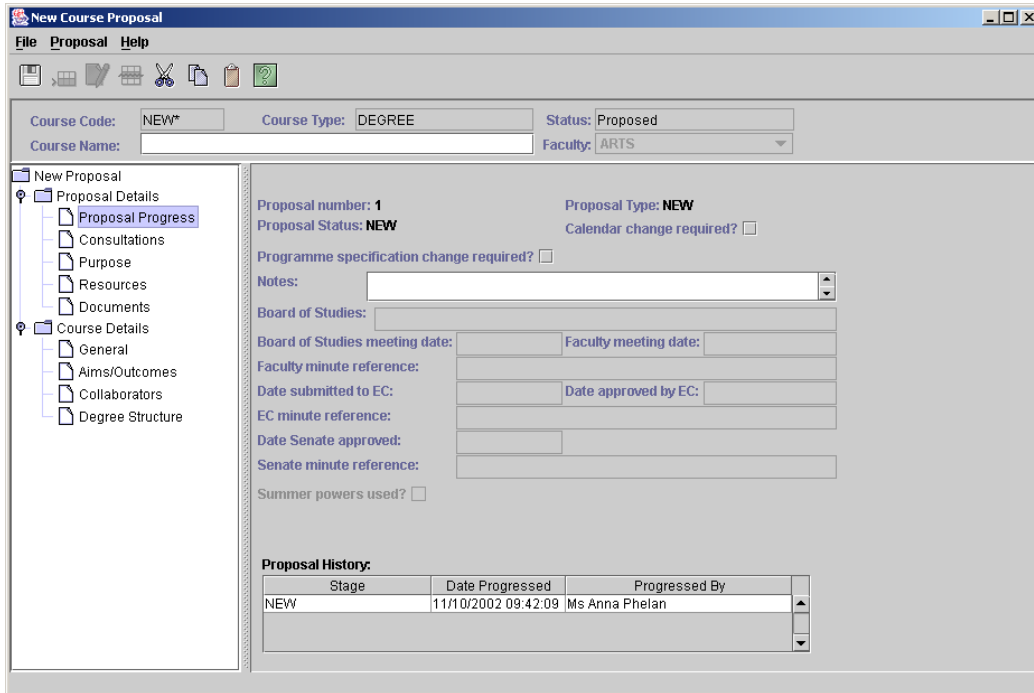


Figure 31: The New Course Proposal window - Degrees

**5.2.1 Proposal Progress screen**

See section 4.2.1.

**5.2.2 Consultations screen**

See section 4.2.2.

**5.2.3 Rationale screen**

See section **Error! Reference source not found.**

**5.2.4 Resources screen**

See section 4.2.4.

**5.2.5 Documents screen**

See section 4.2.5. For degree programmes, you must enter a row for Programme Specification here.

**5.2.6 General screen**

This screen concerns general aspects of the proposed course. It is divided into two tabs, General and Departments.

**5.2.6.1 General Tab**

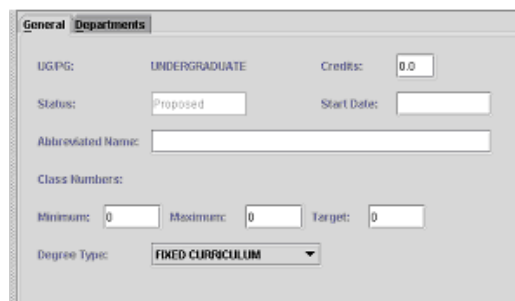


Figure 32: The General screen, General tab - Degrees

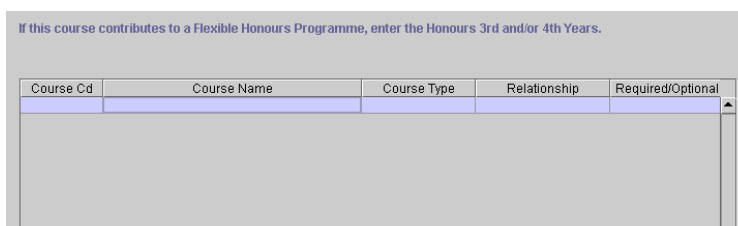
<b>Classification</b>	The Classification describes the outcome of the programme of study. For a PG Programme, for example, you indicate whether the programme is Taught or Research.
<b>Credits</b>	The number of credits allocated to the course.
<b>Status</b>	The status of the course, e.g. 'Proposed' for new courses, 'Live' for existing courses.
<b>Start Date</b>	When the proposed course is to start. This does not have to be exact. See section 3.4.4 for an explanation of the date format.
<b>Qualification Type</b>	A HESA defined description of the qualification which the student hopes to attain as a result of his/ her studies. <i>Applies to Awards only.</i>
<b>Abbreviated Name</b>	A shorter version of the name which can appear on reports issued by the Registry where there is not enough space for the full name.
<b>Available to Visiting Students</b>	Whether the course may be taken by visiting students. Used by Student Recruitment to advise visiting students.
<b>UG/PG</b>	This is a drop down menu – choices are postgraduate, undergraduate and higher doctorate.
<b>Class Numbers</b>	The minimum, maximum and target class numbers.

**5.2.6.2 Departments tab**  
See section 4.2.6.2.

**5.2.7 Aims/Outcomes screen**  
See section 4.2.7.

**5.2.8 Collaborators screen**  
See section 4.2.18.

**5.2.9 Associated Courses screen**  
This screen details the courses with which the proposed programme is associated. To enter data, click on the table and then use the *Add* icon on the toolbar at the top of the screen (see section 3.1 for use of the toolbar). *This screen only applied to Honours Years and Honours Courses.* The purpose of the screen is to record information about which Honours Courses are required or optional for which year of which Honours programme. Used with Flexible Honours UG programmes only.



**Figure 33: The Associated Courses screen**

<b>Course Cd</b>	The code of the associated course.
<b>Course Name</b>	The name of the associated course.
<b>Relationship</b>	The relationship between the courses. This can only be: <b>Programme/Course:</b> The course forms part of the programme but not a particular year. <i>Used with PG Programmes.</i>

**Programme/Yr1 Course to Programme/ Yr5 Course:** The course forms part of a particular year of a programme. *Used with Fixed Curriculum UG Programmes.*

**Programme/Hons Lvl 3 and Programme/Hons Lvl 4:** The course represents the Honours Years 3 or 4 of a programme. *Used with Flexible Honours UG Programme components.*

**Required/Optional** Whether the course is required or optional for the programme.

### 5.2.10 Degree Structure screen

This is a text-only screen into which to enter the structure and composition of the degree.

## 5.3 Saving Your Proposal

You can save at any time as long as you have entered a name and a lead department (see Mandatory Fields below). Choose **'FileSave'** from the menu. A message will tell you the course code which has been allocated. Make a note of the course code. This is a *temporary* code and will not remain the code after the degree has been approved. The code ends in an asterisk (\*) so remember to include this when you search for your proposal later.

## 5.4 Mandatory Fields

Some fields are mandatory either for saving or for submitting a degree proposal.

In order to **save** a proposal, you need to enter:

- Name (visible on the top panel of the main screen)
- Lead Department (found on the *General* screen, *Departments* tab)

To **submit** a new degree proposal to faculty, you also need to enter the following:

- Consultations (minimum Student and External Academic)
- Rationale
- Resources

### On the *General* screen, *General* tab:

- Start Date
- Credits
- Classification of Degree
- Course Abbreviation (only enter this if the main course name has more than 40 characters)
- Minimum, Maximum and Target class numbers
- Aims
- Learning Outcomes
- Degree Structure

## 5.5 Printing Your Proposal

You can print at any time. Choose **'ProposalPrint Proposal Form'** from the menu. When prompted, confirm that you want to print.

You can also *preview* the printed form by choosing **'ProposalPreview Proposal Form'**. Drag the preview window to enlarge the preview.

It is also possible to print a full draft version of your proposal. This is a less selective version which should not be sent to the Faculty Office but simply used for departmental checking purposes if desired. Choose **'ProposalPrint Full Draft Proposal'** to print the draft or **'ProposalPreview Full Draft Proposal'** to preview it.

## 5.6 Submitting Your Proposal

Choose **'ProposalSubmit To Faculty'** from the menu. When prompted, confirm that you want to proceed. If you have not filled in all the mandatory fields, you will be prompted to fill them in. Fill in the fields and then select **'ProposalSubmit To Faculty'** again. When the proposal has been submitted, an email message will be sent to the Faculty Office informing them and you will receive a confirmation email message too.

*Once the proposal is submitted, you will **not** be able to change any details.* If you need to make any alterations after submission, contact your Faculty Office. If the Faculty Office wishes you to change details, they can send the proposal back to you for review, in which case you will receive an email informing you of this. Make any corrections necessary and the re-submit your proposal.

You will receive an email informing you when the Faculty Office has approved your proposal. However, degree programmes also require Senate approval. You will also be sent an email when Senate approval has been received.

## 6 Proposing to Change a Course/Programme

To propose a change to a course or programme, choose 'Propose To Change A Course/Programme' from the main menu after logging into CCIMS.

### 6.1 The Specify Proposed Changes Screen

This is the second option on the CCIMS menu and once chosen, the 'Specify Proposed Changes' window opens up.

Figure 34: The Specify Proposed Changes screen

First enter the code of the course you wish to change. You can do a search for the course code by clicking the binoculars button next to the course code field (see section 3.3). You then choose the data items you wish to change from the two lists of data items. The first panel lists the items that if changed necessitate a change of the course code. The lower panel lists the items that if changed *do not* require a change in the course code.

#### 6.1.1 Items which require a new course code if changed

If you change the following items then a new course code will be required - this is effectively a new course and choosing one of these items will take you to the 'Propose New Course' window (see section 4.2). The location of each item and a reference to the explanation of the field is listed below.

<b>Course Name</b>	This is located on the top panel of the main window. See section 4.2.
<b>Credits</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>Level</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>Qualifier</b>	This is located on the General screen, General tab.

	See section 4.2.6.1.
<b>Work Placement/Year Abroad</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>6.1.2 Items which can be changed without a new course code</b>	
<b>Departments</b>	This is located on the General screen, Departments tab. See section 4.2.6.2.
<b>Examinable</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>Main Diet</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>Resit Diet</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>Alternate Session</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>Distance Learning</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>Available to Visiting</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>Honours Prescription</b>	See section 4.2.15.
<b>Replaced Courses</b>	See section 4.2.6.3.
<b>Aims</b>	See section 4.2.7.
<b>Learning Outcomes</b>	See section 4.2.7.
<b>Summative Assessment</b>	See section 4.2.8.1.
<b>Formative Assessment</b>	See section 4.2.8.2.
<b>Minimum Req for Credit</b>	See section 4.2.8.3.
<b>Teaching Methods</b>	See section 4.2.9.
<b>Learning Methods</b>	See section 4.2.9.
<b>Timetable</b>	See section 4.2.10.
<b>Pre-requisites</b>	See section <b>Error! Reference source not found..</b>
<b>Exclusions</b>	See section 4.2.14.
<b>Relationships</b>	<i>For Faculty use only.</i>
<b>Collaborators</b>	See section 4.2.18.
<b>UG/PG</b>	This is located on the General screen, General tab. See section 4.2.6.1.
<b>Co-requisites</b>	See section 4.2.13.

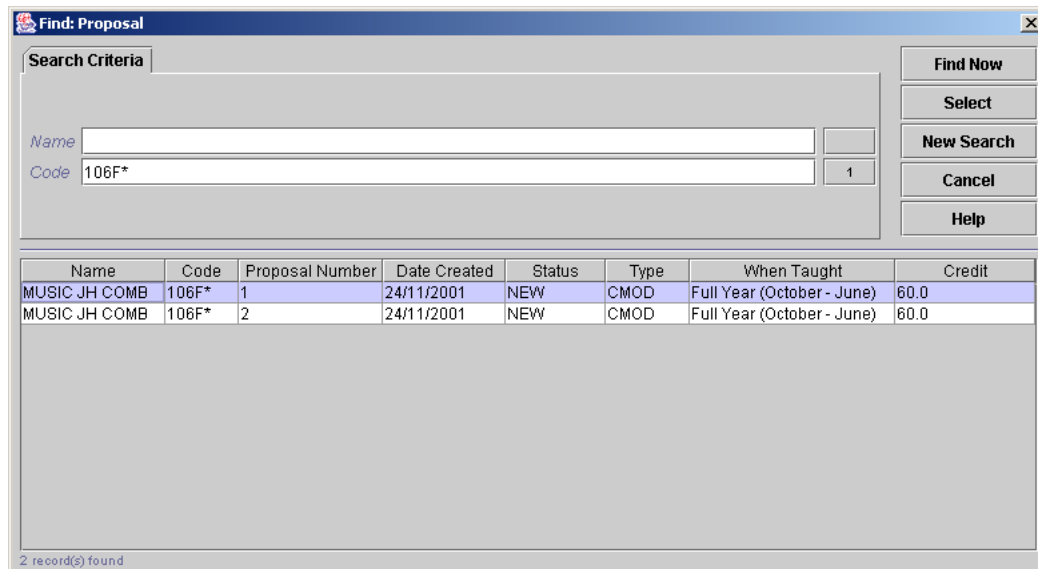
- Classification** This is located on the General screen, General tab.  
See section 4.2.6.1. Relates to Degrees only.
- Qualification Type** This is located on the General screen, General tab.  
See section 4.2.6.1. Relates to Degrees only.
- Degree Structure** See section 5.2.10. Relates to Degrees only.
- Associated Degrees** See section 4.2.17.
- When Taught** This is located on the General screen, General tab.  
See section 4.2.6.1

**6.1.3 Corrections to errors in the data**

If your change is a simple correction to a mistake in the course details (e.g. a typographical error) you can indicate this by checking the ‘Correction of errors in data’ checkbox (near the top right of the Specify Proposed Changes screen – see Figure 34: The Specify Proposed Changes screen). This identifies your change as a correction rather than a substantive change to the course. While corrections do not have to be approved by a Board of Studies, they still need the approval of your Faculty Office and must be electronically submitted to them. However, you will not be forced to fill in all the usual mandatory fields (e.g. consultations), nor are you required to submit a paper proposal form or any paperwork to the Faculty Office.

**6.1.4 Multiple proposals to change the same course/programme**

If you or someone else has created or submitted a proposal to change a course and it has not yet been approved and you then subsequently begin to create another proposal to change the same course, the system will pop up a message warning you that there is already an active proposal to change the course. You must be careful not to create multiple proposals unnecessarily. Once a change proposal has been created using ‘Propose To Change a Course’ from the main menu, subsequent updates to that proposal are made using the ‘Edit an Existing Proposal’ option (see section 8). A search for the proposal code will list any non-approved proposals for the course, each with a *different proposal number* (see figure below).



**Figure 35: A search finds multiple proposals to change the same course**

## 6.2 The Change Proposal Window

Once you have chosen a course and the items you want to change on the 'Specify Proposed Changes' screen and clicked 'OK', the 'New Change Proposal' window opens up. The form and structure of this window follows the same format as those discussed in section 4.2. The menu is divided into two sections, Proposal Details and Course Details, each containing several screens. Clicking on each menu option on the left-hand side will change the screen on the right-hand side of the window. The differences here are that the existing live details of the course are visible on the screens and that *most options are greyed out* except those that you propose to change and also the proposal details. You should enter the proposal details and overwrite the details of the course which you propose to change.

The screens are as follows:

### 6.2.1 Proposal Progress screen

See section 4.2.1.

### 6.2.2 Consultations screen

See section 4.2.2.

### 6.2.3 Rationale screen

See section 4.2.3

### 6.2.4 Resources screen

See section 4.2.4.

### 6.2.5 Documents screen

See section 4.2.5. For a major change to a degree programme, you should submit a Programme Specification.

### 6.2.6 Changes screen

The Changes screen is specific to change proposals. This lists the items you have chosen to change. You can change your mind about the items you wish to change by adding and deleting rows from the table (see 3 for the use of tables)

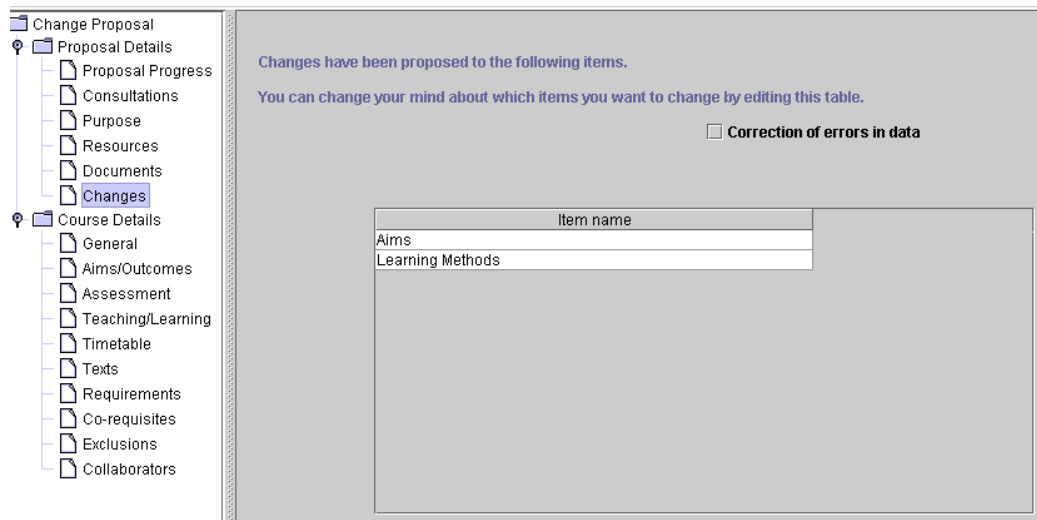
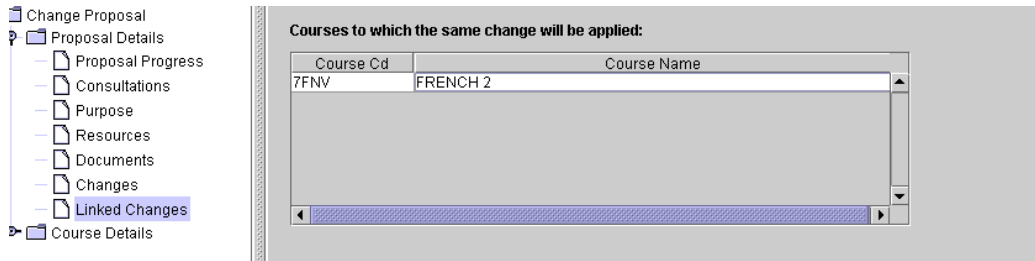


Figure 36: The Changes screen

### 6.2.7 Linked Changes screen

The Linked Changes screen is specific to change proposals. This other courses to which the same change should be applied. You can select courses to change at the same time as the main course by adding rows to the table (see 3 for the use of tables)



**Figure 37: The Linked Changes screen**

### 6.2.8 Course Details

There are many screens under 'Course Details' in the menu. You can only enter the course details which you have proposed to change. The other details are inactive - you cannot change them. For explanations of the data which appears, see section 4.2.

### 6.3 Viewing the Live Course

Once you have entered your proposed new version of the details of the course, you may wish to see what was there before you overwrote it. Choose '**ProposalView Live Course**' from the menu and another window will open with the live version visible.

### 6.4 Saving Your Proposal

You can save at any time by choosing '**FileSave**' from the menu. Make a note of the course code. This is the same as the code of the live course you are changing but the code ends in an asterisk (\*) to indicate that it is a proposal, so you must remember to include this when you search for your proposal later.

### 6.5 Mandatory Fields

Some fields are mandatory either for saving or for submitting a proposal. If you have proposed to change a field which consequently requires a new code then you are effectively creating a new course so see section 4.4 for details of mandatory fields in this case.

If you are changing a field which does not require a new course code to be created then no fields are mandatory for saving but the following fields have to be filled in before you can submit your proposal:

- Rationale
- Resources
- Consultations (minimum Student and External Academic)

The fields you are proposing to change must also be filled in.

### 6.6 Printing Your Proposal

You can print at any time. Choose '**ProposalPrint Proposal Form**' from the menu. When prompted, confirm that you want to print.

You can also *preview* the printed form by choosing '**ProposalPreview Proposal Form**'. Drag the preview window to enlarge the preview.

### 6.7 Submitting Your Proposal

Choose '**ProposalSubmit To Faculty**' from the menu. When prompted, confirm that you want to proceed. If you have not filled in some mandatory fields, you will be prompted to fill them in. Fill in the fields and then select '**ProposalSubmit To Faculty**' again. When the proposal has been submitted, a message will be sent to the Faculty Office informing them and you will receive a confirmation email message too.

Once the proposal is submitted, you will **not** be able to change any details. If you need to make any alterations after submission, contact your Faculty Office. If the Faculty Office wishes you to change details, they can send the proposal back to you for review, in which case you will receive an email informing you of this. Make any corrections necessary and then re-submit your proposal.

You will receive an email informing you when the Faculty Office has approved your proposal. However, degree programmes also require Senate approval. If you are proposing to change a degree, you will also be sent an email when Senate approval has been received.

## 7 Proposing to Withdraw/Suspend a Course/Programme

To propose to withdraw a course, choose 'Propose To Withdraw/Suspend a Course/Programme' from the main menu after logging into CCIMS.

### 7.1 Select the Course To Withdraw/Suspend

When you choose to Withdraw or Suspend a course, the 'Find: Course' window opens up immediately. You can search by name, code or credit. See section 3.3 for the use of search screens.

### 7.2 The Withdraw/Suspend Proposal Window: Screen By Screen

Once you have found the course you wish to withdraw or suspend and selected it, the Withdraw/Suspend Proposal window opens up. The form and structure of this window follows the same format as those discussed in section 4.2. The menu is divided into two sections, Proposal Details and Course Details, each containing several screens. Clicking on each menu option on the left-hand side will change the screen on the right-hand side of the window. The differences here are that the existing live details of the course are visible on the screens and that *most options are greyed out* except the proposal details. You should enter the proposal details only.

Stage	Date Progressed	Progressed By
NEW	11/10/2002 10:49:37	Ms Anna Phelan

Figure 38: The Withdraw/Suspend Proposal window

The screens are as follows:

#### 7.2.1 Proposal Progress screen

See section 4.2.1.

#### 7.2.2 Consultations screen

See section 4.2.2.

#### 7.2.3 Documents screen

See section 4.2.5.

### 7.2.4 Withdrawal screen

There are two tabs on the screen, Detail and Reason. The Detail tab gives the option to select either the 'Withdraw' or 'Suspend' options with the withdrawal/suspension date being a specific field to be entered. When 'Suspend' is selected, the Period of Suspension drop-down list becomes active with the options being one or two years. The second aspect of Withdrawal is the *Reason* part. This section invites you to explain the details of the reason for withdrawal or suspension of the course.

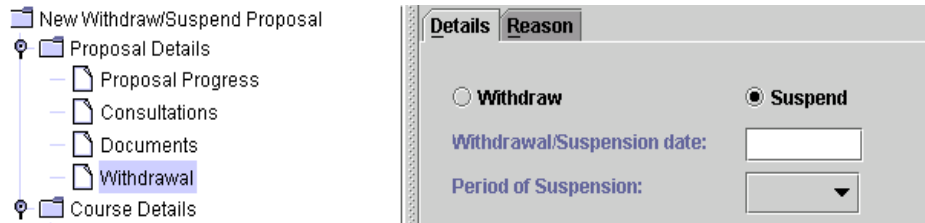


Figure 39: The Withdrawal screen

### 7.3 Saving Your Proposal

You can save at any time by choosing 'FileSave' from the menu. Make a note of the course code. This is the same as the code of the live course you are withdrawing but the code ends in an asterisk (\*) to indicate that it is a proposal so remember to include this when you search for your proposal later.

### 7.4 Mandatory Fields

Some fields are mandatory for saving and some for submitting a withdrawal proposal.

The following fields have to be filled in before you can **save** your proposal:

Withdrawal/Suspension Date (on the Withdrawal screen, Details tab)

The following fields have to be filled in before you can **submit** your proposal:

Withdrawal Reason (on the Withdrawal screen, Details tab)

### 7.5 Printing Your Proposal

You can print at any time. Choose 'ProposallPrint Proposal Form' from the menu. When prompted, confirm that you want to print.

You can also *preview* the printed form by choosing 'ProposallPreview Proposal Form'. Drag the preview window to enlarge the preview.

### 7.6 Submitting Your Proposal

Choose 'ProposallSubmit To Faculty' from the menu. When prompted, confirm that you want to proceed. If you have not filled in some mandatory fields, you will be prompted to fill them in. Fill in the fields and then select 'ProposallSubmit To Faculty' again. When the proposal has been submitted, a message will be sent to the Faculty Office informing them and you will receive a confirmation email message too.

Once the proposal is submitted, you will **not** be able to change any details. If you need to make any alterations after submission, contact your Faculty Office. If the Faculty Office wishes you to change details, they can send the proposal back to you for review, in which case you will receive an email informing you of this. Make any corrections necessary and the re-submit your proposal.

You will receive an email informing you when the Faculty Office has approved your proposal. However, degree programmes also require Senate approval. If you are proposing to withdraw or suspend a degree then you will also be sent an email when Senate approval has been received.

## 8 Edit an Existing Proposal

To retrieve a proposal which you created, saved and closed earlier, choose 'Edit an Existing Proposal' from the main menu.

### 8.1 Finding Your Proposal

When you choose this option, the 'Find: Proposal' window opens up immediately. You can search by name, code, department or your own User ID or a combination of criteria

**It is important to remember that a proposal's course code ends with an asterisk (\*) so if searching by code, always remember to include the asterisk.**

Figure 40: The 'Find: Proposal' screen

### 8.2 The Edit Proposal window

The 'Edit Proposal' window is just like the windows used to create new proposals. Since you are making changes to a proposal already created, what you see here differs depending on the type of proposal you are editing. The screens and behaviour will be the same as those available when you created the proposal.

## 9 Changing a Course Without Approval

Use this option to directly change *live* data without approval. Only courses and PG programmes can be changed in this way. To do this, select 'Change a Course Without Approval' from the main menu after you have logged into CCIMS.

### 9.1 Fields Which Can be Changed Without Approval

When this option is chosen, a screen called 'Changeable Fields' appears, as can be seen below.

**Figure 41: The Changeable Fields screen**

This screen lists the fields that can be changed without approval. At the bottom are two buttons offering the choice to continue or not. If the 'Yes' button is pressed the 'Find: Course' window appears to allow you to select the course which should be changed.

## 9.2 The Change Live Course screen

Once the course is chosen a window opens up titled 'Change Live Course'. The overall format of this window is similar to that discussed previously in section 4.2. Only course details appear and not proposal details as there is no proposal necessary – you just make the changes and save. Most of the fields are greyed out except those mentioned in the changeable fields window (Intended student numbers, whether the course appears in the Undergraduate Course Catalogue, the Course Co-ordinator and Course Texts). These changes to courses and degrees do not require faculty approval. **NB: any changes to the data here directly update the live data.**

## 9.3 Saving Your Proposal

You can save at any time by choosing 'FileSave' from the menu.

## 9.4 Mandatory Fields

There are no mandatory fields on this screen.

## 10 Viewing a Live Course/Programme

This is a useful option to see the courses on offer, get a sense of the layout of CCIMS or review courses. This option allows you to see the *live* courses which are currently being offered to students. To do this, select ‘View a Live Course’ from the main menu after logging into CCIMS.

### 10.1 Finding the Course/Programme

When this is chosen the ‘*Find: Course*’ window opens up and you can search by name, code or credit (see section 3.3 for use of the search screens).

### 10.2 The View Live Course Screen

This option will only allow the user to view a live course or programme – no editing can take place. Hence all of the fields are greyed out.

Figure 42: The View Live Course window

## 11 Previewing the Undergraduate Course Catalogue

Published each year by the Senate Office, the Undergraduate Course Catalogue describes the courses which can be chosen to make up undergraduate degrees offered by the faculties of Arts, Law and Financial Studies, Science and Social Sciences. To see what your department’s courses will look like in the Undergraduate Course Catalogue, select ‘Preview UG Course Catalogue’ from the main menu after logging into CCIMS. If a message pops-up saying that your browser is not configured properly, this means there is a problem with the installation of the security file (see section 2) and you should contact the Helpdesk for assistance (see section 12.6).

### 11.1 The Course Catalogue screen

When you choose this option, the Course Catalogue screen opens and you are asked to specify the academic session and department for which you wish to see the preview.

<b>Preview Catalogue for academic session</b>	The preview will normally be produced for the forthcoming session. Some courses are not offered every session. If a course is taught in alternate sessions, it is not published in the off-session. See section 4.2.6.1 for an explanation of how you can indicate that a course is offered in alternate sessions.
<b>Department Code</b>	Enter the department code or press the binoculars button beside the field to search for the department code. Remember that department codes in CCIMS begin with 'REG', e.g. 'REG121'.



Figure 43: The Course Catalogue screen

## 11.2 Preview Production

### 11.2.1 Course selection criteria

Upon pressing the 'Preview' button, the system searches for those *live* courses which meet the following criteria:

- The department specified is the lead department.
- The course is marked as one which should be printed in the catalogue (see section 9 to find out how to change the marker indicating whether the course should appear in the catalogue).
- The course is taught in the academic session specified (see section 4.2.6.1 to find out about courses offered in alternate sessions).

**It is important to understand that the catalogue preview shows live courses only. If your new course or course change is still at the proposal stage but has not been approved by faculty and made live, it will not appear in the catalogue preview or indeed the final printed catalogue.**

### 11.2.2 Preview Window

While the preview is being constructed, a message will appear asking you to wait. Once the preview is ready, a new browser window will open showing the preview as a web page. At the top of the page, a key indicates where the catalogue fields can be found in CCIMS. The preview web page file is automatically saved to your PC as C:\ccims\_preview.html

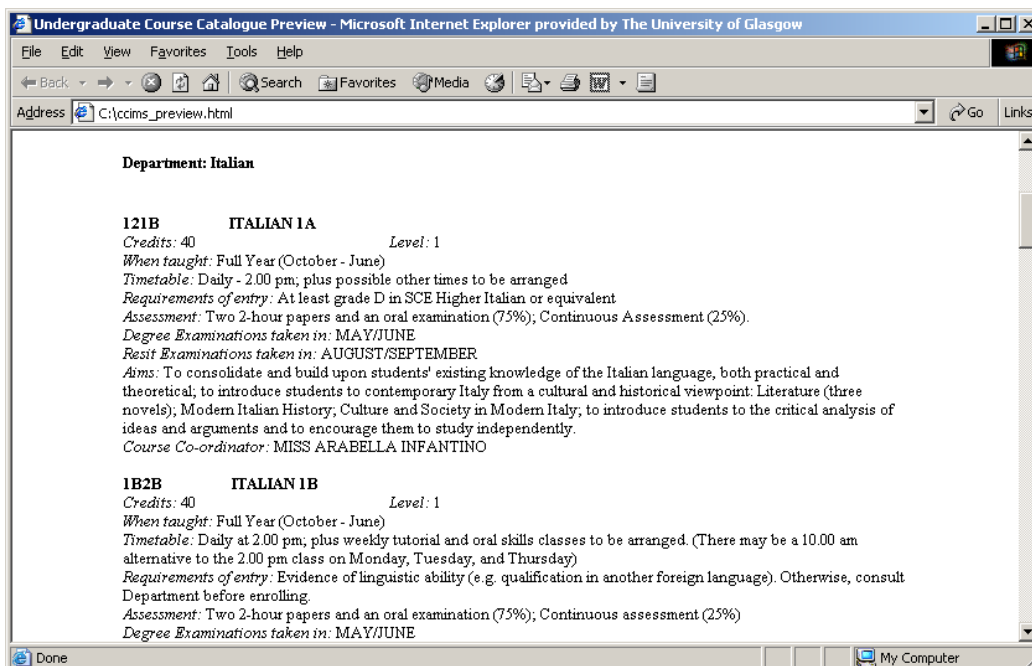


Figure 44: UG Course Catalogue Preview window

### 11.3 Catalogue Checking Guide

The Undergraduate Course Catalogue is produced each summer for the following academic session. The Senate Office informs departments of the deadline for correcting data before the catalogue goes to print. Departments can then use the preview facility to check their entries and use CCIMS to make any necessary corrections. The procedure is as follows:

A. Run a preview and check the result for data which need to be corrected. This may be:

- |   |  |
|---|--|
| <b>Missing courses which should appear but do not</b> | This may be because the course is listed under a different department or because the course is marked as not for publication in the catalogue or because the course is not taught in this session.   |
| <b>Courses which appear when they should not</b>      | This may be an old version of a course which has never been withdrawn or it may be marked incorrectly for publication in the catalogue or it may be allocated to the wrong department.   |
| <b>Courses which appear with incorrect details</b>    | Courses may have typographical or other errors. Remember that the preview shows the <i>live</i> version of the course. If you have proposed a change to the course already and this does not appear, check that your proposal has been approved and made live. |

B. Use CCIMS to correct the mistakes in the data as follows:

- |   |  |
|---|--|
| <b>Missing courses which should appear but do not</b> | Use the 'View a Live Course' option to look at the course details. <ul style="list-style-type: none"> <li>• If the department is incorrect, contact</li> </ul> |
|---|--|

the Registry before proceeding to create a proposal to change it.

- If the alternate sessions details (see 4.2.6.1) is incorrect, create a proposal to change it.
- On the General screen, General panel (see section 4.2.6.1), the 'In Catalogue' field controls whether the course is published in the catalogue. If this is not checked, use 'Change a Course Without Approval' to change it (see section 9). A change to the 'In Catalogue' field will immediately be reflected in the preview next time you run it.

#### Courses which appear when they should not

Use the 'View a Live Course' option to look at the course details.

- If the department is incorrect, contact the Registry before proceeding to create a proposal to change it.
- On the General screen, General panel (see section 4.2.6.1), the 'In Catalogue' field controls whether the course is published in the catalogue. If this is not checked, use 'Change a Course Without Approval' to change it (see section 9). A change to the 'In Catalogue' field will immediately be reflected in the preview next time you run it.
- If this is an old version of a course, you should propose to withdraw it (see section 7).

#### Courses which appear with incorrect details

You should submit a proposal to change the course. *Note that the change will not be reflected in the preview until your proposal has been approved and made live.*

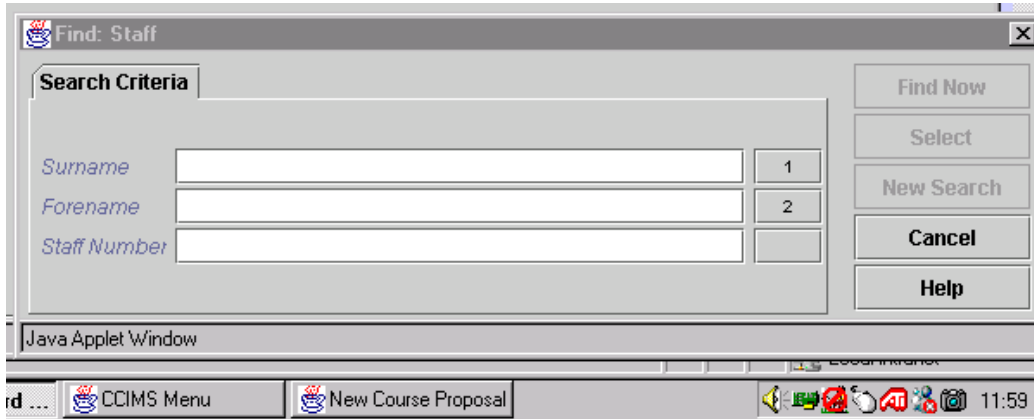
C. Wait for any change proposals to be approved and then use the preview facility to check your catalogue entries again. *Note that courses are made live some time later on the same day that they are approved. Therefore, it is advisable to wait until the day after approval to re-run the preview.*

## 12 Tips, Troubleshooting and Getting Help

### 12.1 Apparent CCIMS hanging

Some small windows in CCIMS do not produce an icon on the taskbar and can disappear behind other applications and windows. If this happens, the CCIMS menu will appear to have frozen. You should minimise any applications that are open (Word, Email) and you will notice that the small window (for example, the "Find: Course" window) is still open in the background. Once the small window is closed, the CCIMS menu will again start to function.

Here is an example of how a search window leaves no icon on the taskbar:



Note at the bottom of this picture that even though the 'Find: Staff' window is open; no icon for this appears on the taskbar. When this search window is shut, the apparently 'hung' CCIMS will again be accessible.

## 12.2 Using a browser and CCIMS

After you have logged in from the CCIMS web page, be careful not to browse to another page from the same browser window. If you move away from that specific CCIMS Log In web page, CCIMS will shut itself down and you will lose any unsaved information from your session.

Sometimes you may also notice that the grey "Log-in" button has disappeared (see picture below). The button disappears after you log in to prevent you from logging in twice at the same time. If this happens and you wish to log in again, click the 'Refresh' or 'Reload' button on your browser and the web page will reload and you will be given the option to log back into CCIMS.

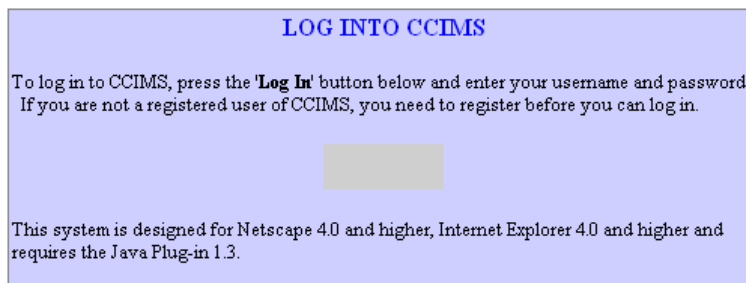


Figure 45: The 'Log In' button is greyed out after you log in

## 12.3 Cutting, Copying and Pasting between Applications and CCIMS

You should be able to use cut, copy and paste between CCIMS and other applications such as Word. In certain parts of CCIMS where there are text only fields, the icons on the toolbar (see section 3.1) will become highlighted thus enabling you to use these graphical representations of cutting, copying and pasting. You can also use the Windows shortcuts:

CTRL-X	CUT
CTRL-C	COPY
CTRL-V	PASTE

If you are unable to cut/copy/paste in CCIMS, there may be a problem with the security file you installed when you first accessed CCIMS and you should contact the Helpdesk (see section 12.6) for assistance.

## **12.4 Saving Information**

It is important to understand that information entered on the screens provided by CCIMS is only held locally on the computer that you are using until you save it. When you save, all the details which you have entered are safely stored in the underlying database. As there are many reasons why there might be problems during a normal working day (e.g. your computer runs out of memory, or the network has problems) it is recommended that you save details on a regular basis. This will ensure that, if a problem does arise, you will lose the minimum amount of information.

There are some fields which must be completed before CCIMS will allow you to save, usually the Course name and the Departments. When completing a proposal, make sure that these two fields are filled in first and that the proposal is saved.

## **12.5 Logging in results in a ‘You are already logged in’ message**

If you did not exit properly from CCIMS (e.g. by pressing CTRL-ALT-DEL to end the task), the system still thinks you are logged in. When this happens, call the Helpdesk (see section 12.6) so that they can kill the previous session and enable you to log back in.

## **12.6 Getting Help with CCIMS**

There is a technical Helpdesk you can call for assistance with CCIMS. To contact the Helpdesk, email [mishelp@mis.gla.ac.uk](mailto:mishelp@mis.gla.ac.uk) or call extension 3819.

If you have questions or suggestions about course approval or the future of the CCIMS system, you can contact the project manager at [ccims@gla.ac.uk](mailto:ccims@gla.ac.uk)

## Appendix A: Course/Programme Naming Guidelines

CCIMS provides a 75 character field for the name of the course or programme being created using the system.

### Undergraduate courses

*In all cases, Arabic Numerals should only be used in a course title to indicate its level. Any other numerical references should be in an alternative format, such as Roman Numerals.*

#### Non-Honours Courses

- Non honours courses should have a name which is followed by an Arabic numeral matching the level of the course (e.g. Anthropology 1, Spanish Language 2).
- If a department has its own code for a course which is used in handbooks provided to students, this can be added after the level number in brackets (e.g. Animal Diversity 2 (4a), Biometrics 2 (14b)). Having given the course its main name and level, a description of the topic of the course can be provided either in full (Philosophy 1A: Right and Wrong), or abbreviated (History 3 AM). If there are then sub-variants of such topics they can be separated by the use of letters or Roman (but not Arabic) numerals (e.g. Mathematics 2R Algebra I, Mathematics 2S Algebra II).
- Where a faculty offers courses of the same name to different streams of students, the level number can be prefixed with a letter to differentiate the different streams (e.g. Mathematics C1, Mathematics E1).
- Where there are different variants of a course at a given level, the number stating the level can be followed by a differentiating letter. Typically this would be A, B, C (German 1A, German 1B) but it can be any letter the department chooses (Astronomy 1X, Astronomy 1Y would be equally acceptable).

#### Honours Courses

- Honours level courses will relate to the overall honours course for the year, or the component courses making up the programme.
- The overall course should have an Arabic numeral, and also a letter (H or M as appropriate) to distinguish between standard and enhanced honours programmes (Chemistry 3H, Chemistry 4M). It should also have a word describing the character of the honours programme being taken by the student following the course (Single, Joint, Combined, Principal or Subsidiary).
- The system does not require anything beyond the bare course name for honours courses. If there are variants of a course departments can use letters or Roman numerals to differentiate these.

#### Postgraduate courses

- Postgraduate courses are divided between overall courses providing a course record for the programme as a whole and, where the programme is modularised, the component courses that make up the programme.
- As regards overall courses, naming conventions look for a suffix of (Research), (Taught Degree) and (Diploma). This wording is intended to make clear the nature of the programme, and to highlight the overall course by comparison with component courses in a modularised programme.
- Departments create the names for postgraduate courses. Names can include information about curriculum coding (Personality-12-M); about the size of the course (Advanced Epidemiology

(0.5), Advanced Epidemiology (1.0)); and the stage of the course within the curriculum (Developing Reading 1, Developing Reading 2).

### **Degree Programmes**

- Degree programmes should be clearly named as the qualification aimed for and the desired subject of study e.g. BSc in Mathematics, MA in French; PhD in Chemistry.

## Appendix B: Glossary of Terms

Term	Definition
Academic session	A period normally beginning in the autumn and lasting for two semesters.
Aggregation score	The numerical equivalent of a grade.
Assessment	Judgment of the standard of attainment of the intended learning outcomes of a course or part of a course.
Award	The degree, certificate or diploma which is conferred following the successful completion of a defined programme of study.
Band (Secondary)	The sub-division of grade which indicates the degree of certainty with which a judgment of grading is made. Applied to grades they complete the notation A+, A , A-, etc.
Certificate of Higher Education	Award requiring 120 credits, normally at level 1.
Combined Honours	See entry for “Joint Honours”.
Core	A compulsory part of a degree programme.
Course	A unit of study on a particular topic with defined aims, intended learning outcomes, mode(s) of delivery, assessment scheme, and credit value.
Credit	Value attributed to courses. 1 credit equates to 10 notional learning hours and the normal annual load for a full-time undergraduate is 120 credits.
Curriculum	A set of courses usually associated with a student’s programme of study.
Designated degree	Ordinary degree with depth required in one subject or group of subjects.
Diploma of Higher Education	Award requiring 240 credits with a minimum of 80 or 90 credits at level 2.
External examiner	A subject expert appointed by the University to participate in the moderation of the assessment process.
General degree	An Ordinary degree characterised by breadth of subjects studied.
Grade	An alphabetic designation (in the range “A” to “G”) which is awarded to a student on completion of a course to reflect the student’s attainment of the intended learning outcomes of that course.
Grade points	A numerical statement of attainment determined on completion of a course. Paragraph 14 and Schedule C of the Code of Assessment describe fully.
Honours programme	The defined set of courses which leads to an Honours award.
Instrument of assessment	A means by which a course or part of a course may be assessed; it may be a written or oral examination, dissertation, report or other approved means.
Integrated Honours	An integrated Honours programme is one that combines two or

	more subjects (which are not necessarily equally weighted) and which include at least one integrating course.
Joint Honours	A joint Honours (or combined Honours) programme is one which combines two subjects which are normally equally weighted in the programme's scheme of assessment.
Level	Describes the standard at which a course is set. The available levels are: 1, 2, 3, 4, 5, H and M.
Monitoring	Process whereby the aims, intended learning outcomes, delivery, and students' results for a course are reviewed.
Option	A course which is for at least some students open to their choice; it may be compulsory for others on a different degree programme.
Ordinary degree	Non-Honours degree requiring 360 course credits of which a minimum of 60 must have been acquired at level 3.
Programme	The defining set of courses which leads to an award.
Scheme of assessment	The totality of instruments of assessment by which performance on a course or a programme is assessed.
Semester	A period of approximately 15 weeks. Currently, each academic session includes a semester from late September until mid-January and a semester running from mid-January until mid-May.
Subject	A well-defined and distinctive discipline of study.
Tutorial	A formal meeting of a group of students with a staff member or other tutor at which material relevant to a particular course is discussed.
Year	A period of (approximately) 12 months. It may be either "academic" starting on a defined date in late September or "calendar" starting on 1 <sup>st</sup> January.

## Appendix C: New Degree Programme Procedures in CCIMS

### A. What are the changes?

#### 1. Summary

A new system of administering degree programmes has been introduced as of April 2005. There is a new coding scheme for programmes. There is also a new procedure for creating them in CCIMS. Further information relating to the structure of programmes is also gathered to allow us to tell what courses are required and optional for a programme.

#### 2. Benefits

- New coding scheme is coherent and meaningful.
- New procedure is controlled and easier to understand.
- Establishing degree structure will allow us to get more benefit from the data.

#### 3. Defining Degrees

When working with records in CCIMS, degrees are categorised as follows (see *Diagram 1* below):

##### -Awards

The overall degree to be awarded, e.g. **B.Sc., Ph. D., M.Litt.**

##### -Degree Programmes

A programme leading to an award in a particular subject, e.g. **B.Sc. in Mathematics, Ph. D in Arabic, M.Litt. in Scottish History.**

Degree Programmes can be sub-categorised as follows:

##### -Undergraduate Degree Programmes

Undergraduate programmes are all defined as either:

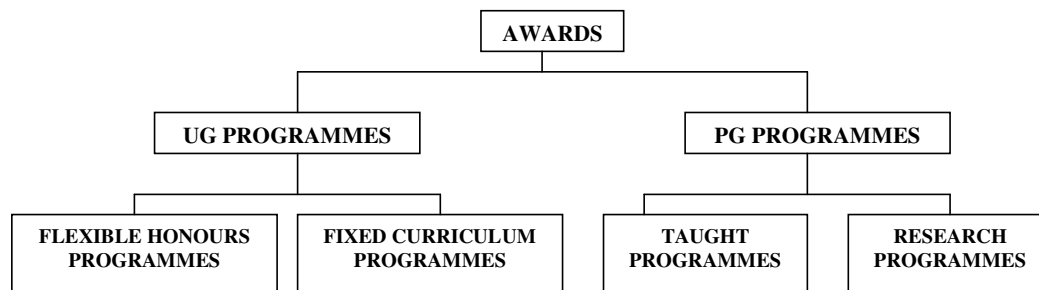
**-Flexible Honours:** Flexible in the choice of courses to follow, especially in years 1 and 2, e.g. **MA, B.Sc.**

**-Fixed Curriculum:** Relatively fixed in the courses which must be taken in each year e.g. **MBChB, B.Ed, B.Eng.**

##### -Postgraduate Degree Programmes

Postgraduate programmes are defined as either **Taught** or **Research** based programmes. These records are to be used when admitting students via the **Direct Admissions System (DAS)**.

**Diagram 1: Categories of Degree**



#### 4. New Coding Scheme

Undergraduate degree programmes have a new coding scheme based on the components of the programme. For example, the award *B.Sc.* has the code **S49**. The subject *Mathematics* has the code **G100**. Under the new coding scheme, the degree programme *B.Sc. in Mathematics* has the composite code **S49G100**. Postgraduate degree programmes will now begin to use the coding scheme already in use for direct admissions, e.g. **A61F112R**, a Full Time M.Litt. in English Language.

#### 5. New Procedure

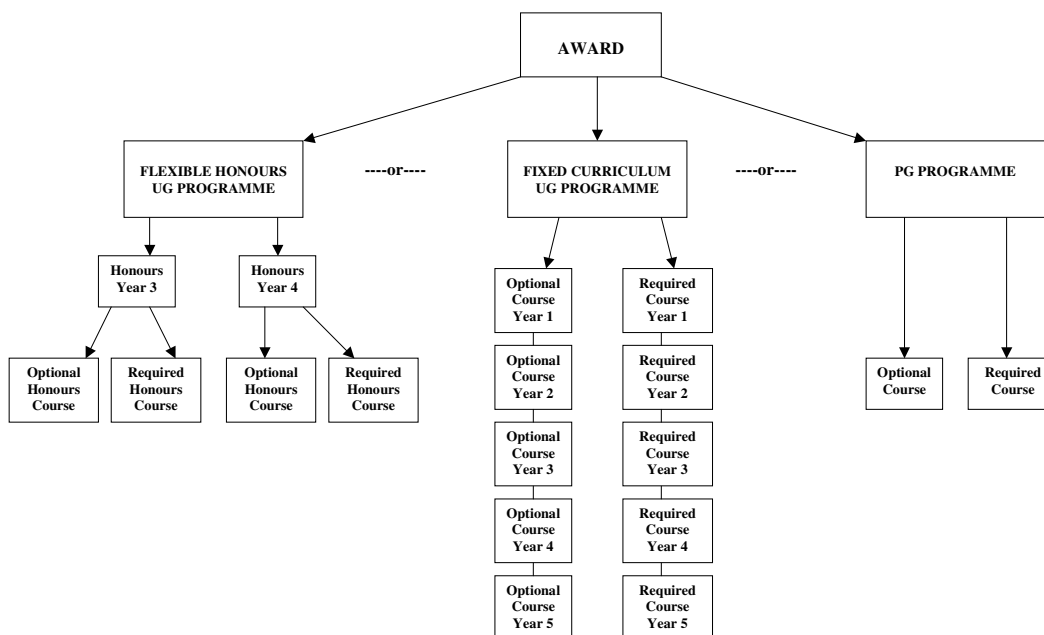
Before entering a new degree programme, it is now mandatory to consult Registry for the codes you must enter to create the programme. This allows Registry an opportunity to advise on the best way to enter the data. You will also see that the procedure in CCIMS has changed. The section **Procedure for Creating New Programmes** below explains the new procedure for each type of programme. *It is important to note that you must also propose and submit any courses which make up with the programme (if they do not already exist).*

#### 6. Recording Degree Structure

The system now allows you to specify the structure of the degree in a structured way as well as in text. For each programme, you should enter the required and optional courses. The structure differs for UG Flexible Honours Programmes and UG Fixed Curriculum Programmes and PG Degree Programmes. *Diagram 2* below represents the overall system of establishing structure.

- For **UG Flexible Honours Programmes**, you should enter the honours courses which are required and optional for the level 3 and 4 Honours Years. See *Diagram 3*.
- For **UG Fixed Curriculum Programmes**, you should enter the courses which are required and optional for years 1 to 4 or 5. See *Diagram 4*.
- For **PG Programmes**, you should enter the courses which are required and optional for the programme. See *Diagram 5*.

**Diagram 2: Overall Degree Structure**

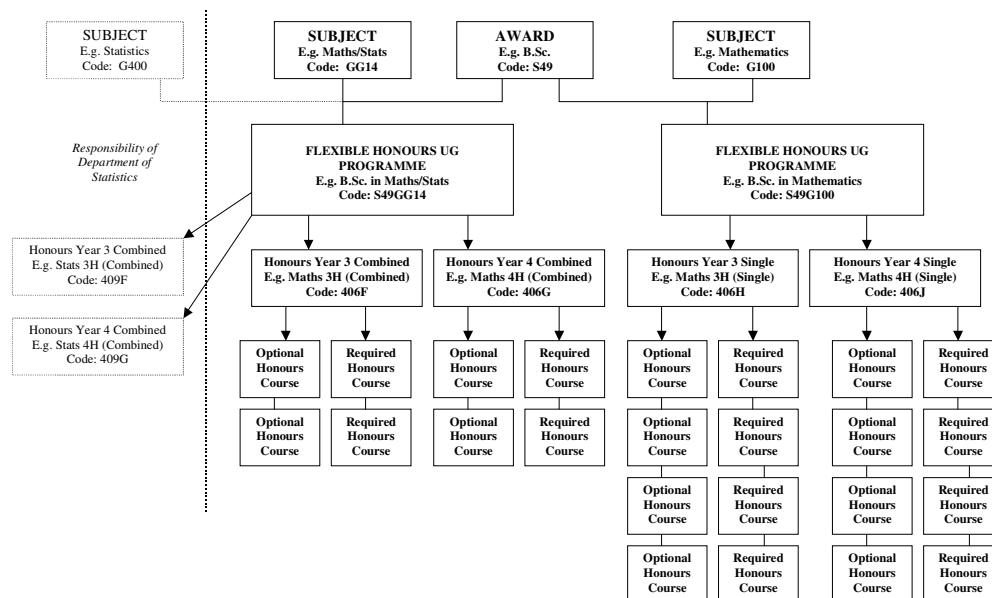


## B. What is the procedure for creating new programmes?

### 1. Creating a New UG Flexible Honours Programme

- Contact the Registry ([reg.support@admin.gla.ac.uk](mailto:reg.support@admin.gla.ac.uk)) and ask them for the appropriate codes. They will supply an *Award code* (e.g. **S49**, B. Sc.) and a *Subject code* (e.g. **G100**, Maths). It is necessary for administrative purposes to draw a distinction between the overall degree to be awarded and the subject of that award.
- In CCIMS, choose **Propose a New Degree Programme** and when prompted enter the name of the programme, choose UG and Flexible Honours and enter the codes supplied by Registry.
- The programme code which the system will assign to your new programme will be an amalgamation of the two codes given by Registry. For example, the code for a **B.Sc.** (S49) in **Maths** (G100) is **S49G100**. These codes are used on student records. When a student is taking this programme, the student's award code (also known as the qualification code) will be **S49** and the student's subject code will be **G100**.
- You should fill in the *Associated Courses* along with the other fields in CCIMS. Enter the courses which represent the **Honours Years** for level 3 and 4 honours. An example, for a **B.Sc in Maths** (S40G100), you would add the following two Honours Years to the *Associated Courses* screen:
  - 406H - Mathematics 3H Single
  - 406J - Mathematics 4H Single
 If the programme may be taught in combination with another programme, e.g. **B. Sc. in Maths/Stats**, there will also exist **Honours Years** for the combined half programme. For Maths, these would be
  - 406G - Mathematics 4H Combined
  - 406F - Mathematics 3H Combined
 These can be associated with any number of combined programme records, e.g. **S49GG14** which represents a **B. Sc. in Maths/Stats**, or **S49FG31** which is a **B. Sc. in Maths/Physics**.
- The **Honours Courses** which are required and optional components of the **Honours Years** should *not* be entered into the *programme* record. You should go into the record for each **Honours Year** and enter the required and optional **Honours Courses**. Alternatively, you can go into the record for each **Honours Course** and indicate for which **Honours Years** it is optional or required. If an Honours Course may contribute to level 3 *or* 4, it should be entered as *optional* against both.
- Note that, for the moment, the Student Records System will not automatically put **Honours Courses** onto the records of students taking that year of a flexible programme.

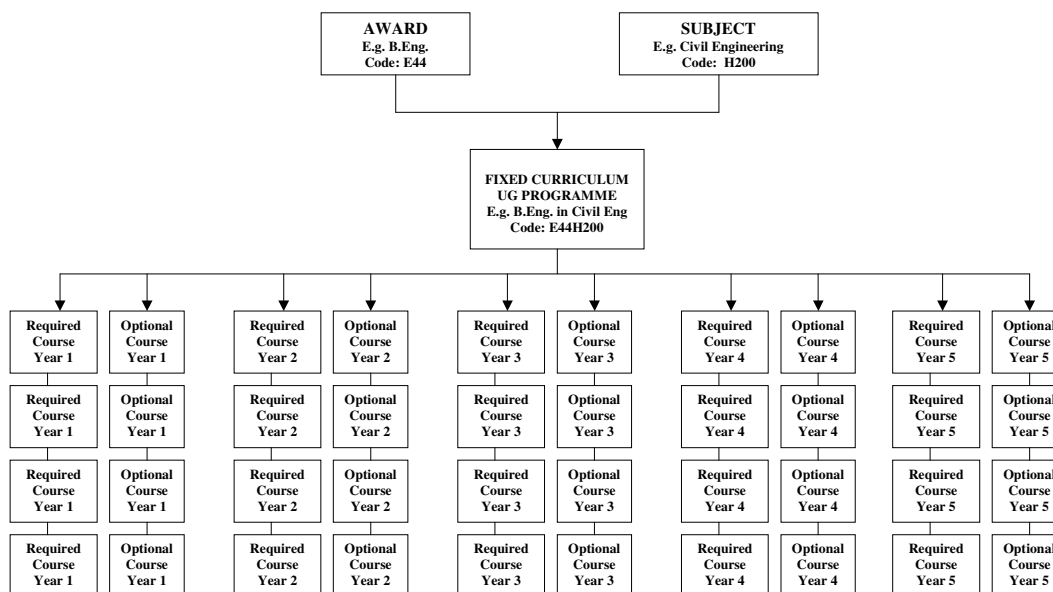
**Diagram 3: Degree Structure for Flexible Honours UG Programmes Diagram**



## 2. Creating a New UG Fixed Curriculum Programme

- Contact the Registry ([reg.support@admin.gla.ac.uk](mailto:reg.support@admin.gla.ac.uk)) and ask them for the appropriate codes. They will supply an *Award code* (e.g. **E44**, B. Eng.) and a *Subject code* (e.g. **H200**, Civil Engineering). It is necessary for administrative purposes to draw a distinction between the overall degree to be awarded and the subject of that award.
- In CCIMS, choose **Propose a New Degree Programme** and when prompted enter the name of the programme, choose UG and Fixed and enter the codes supplied by Registry.
- The programme code which the system will assign to your new programme will be an amalgamation of the two codes given by Registry. For example, the code for a **B. Eng.** (E44) in **Civil Engineering** (H200) is **E44H200**. These codes are used on student records. When a student is taking this programme, the student's award code (also known as the qualification code) will be **E44** and the student's subject code will be **H200**.
- You should fill in the *Associated Courses* along with the other fields in CCIMS. Enter the courses which are required and optional for each year of the programme. **Any required courses you add will be 'predicted' by the Student Records System onto the records of students taking that year of the programme.**

Diagram 4: Degree Structure for Fixed Curriculum UG Programmes Diagram



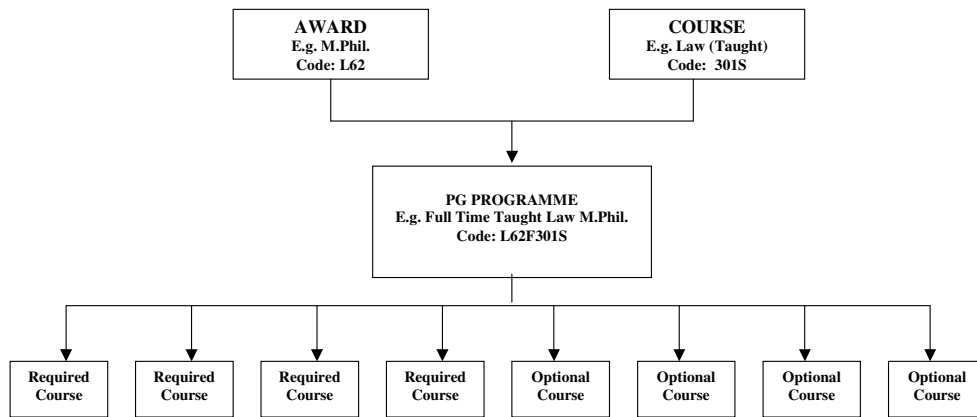
## 3. Creating a new PG Programme

- Contact the Registry ([reg.support@admin.gla.ac.uk](mailto:reg.support@admin.gla.ac.uk)) and ask them for the appropriate codes. They will inform you of which *Award Code* (e.g. **L62**, M. Phil) and *Course code* (e.g. **301S**, Law Taught) to use. It is necessary for administrative purposes to always have one course which is twinned with the programme. All students must be enrolled on at least this one course in order to ensure financial share for the students is correctly allocated. Any course which is compulsory for the programme can perform this function. If all the modules are optional, Registry will ask you to create an overall course code to represent the entire year, be compulsory and form part of the code.
- In CCIMS, choose **Propose a New Degree Programme** and when prompted enter the name of the programme, choose PG and whether FT, PT or Both and enter the codes supplied by Registry.
- The programme code which the system will assign to your new programme will be an amalgamation of the two codes given by Registry together with an indicator of whether FT or PT. For example, the code for a **full time (F) M.Phil (L62) in Law (Taught) (301S)** is **L62F301S**. These codes are used to admit students through the Direct Admissions System (DAS) and they

appear on a student record. A student applying for this programme would be entered against code **L62F301S** in DAS and, when admitted, the student's award code (also known as the qualification code) will be **L62** and the student's will be automatically enrolled on course **301S**.

- If you indicate that your programme is **Both FT and PT**, there need to be two codes, one for the FT and one for the PT, with only the middle character being different, e.g. **L62F301S** for FT Taught M. Phil. in Law and **L62P301S** for PT Taught M. Phil. in Law. The system will create the FT record initially, you will edit and submit that one and then later the system will automatically create the PT record when the programme is approved.
- You should fill in the *Associated Courses* along with the other fields in CCIMS. The system will automatically add the course code you were given by Registry. This code forms part of the programme code and it is mandatory for the students on the programme to be enrolled on this course. You should enter any other required and optional courses. The DAS system will automatically enrol students on the courses listed in **Associated Courses**. Any optional courses which the student is not taking will be deleted by the admissions officer.
- On the General screen, you should indicate who the **adviser** for the programme will be. This adviser will automatically be added to the record of all students admitted to the programme.

**Diagram 5: Degree Structure for PG Programmes Diagram**



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## Document History

1.0	13/11/02	Original version.
1.1	12/12/02	Added section 4.1.3. Updated figure 9.
1.2	13/11/03	Added Appendix A.
1.3	22/01/04	Amended sections 4.2.2 and 4.2.17.
2.0	01/04/05	Major changes due to introduction of new degree programme handling and new ARC terminology. Added new sections 4.2.16, 4.2.17, 5.2.9. Updated introduction to section 5 and section 5.1. Updated Appendix A. Added Appendix B and Appendix C. Changes to all sections for terminology.
2.1	27/01/06	Added Linked Changes, section 6.2.7. Updated sections 4.5, 6.1.
3.0	20/11/2006	Introduction of V6.0 of CCIMS. Removed section 1.6, "Version 4 of CCIMS". Changed <i>Purpose</i> to <i>Rationale</i> , 4.2.3. Updated Figure 34. Updated section 8.1 and Figure 40. Updated section 9.1.
3.1	08/02/2008	Changed Appendix A to remove dots from programme abbreviations, e.g. "M.A." becomes "MA".