Setting course requirements and information for 2016 in Course Collect

To ensure your courses are up to date for when Search 2016 goes live in May 2015 please make any changes to your course requirements by the end of March.

Below is some specific guidance on the areas you may wish to update:

To amend your deferred entry flag

- Log in to Course Collect.
- Click the 'Vacancies' tab along the top.
- Select the 'Joining dates' tab on the left-hand side.
- Search for your course.
- Select the course you wish to amend.
- Scroll to the end of the page and make the necessary amendments.
- Click 'Save'.

Setting your digital copy form preferences

Please note: When you add a new course in Course Collect, your digital copy form preference will default to 'No'.

- Log in to Course Collect.
- Go to the 'Venues' tab.
- Select the 'Copy Forms' button on the left.
- Either search for a specific programme, or click the 'Find programmes' button to return a list of all programmes.
- The current digital copy form preference can be seen on the right of the search results pane.
- To amend the preference, click the box to the right of the programme title.
- Click the 'Set copy form preference' button at the end of the results pane.
- Set your required preference.
- Click the 'Apply changes' button at the end of the screen.

Setting course deadlines for 2016

The deadline for each course will be shown In the UCAS search tool in the 'How to apply' tab – if an application is received at UCAS by this date you must give it equal consideration.

The deadlines are:

- **15 October**: for most medicine, dentistry, veterinary medicine/science courses
- **24 March**: you can select this for art and design courses
- **15 January**: all other courses MUST have this deadline

We have set an application deadline of 15 January for all courses – with the exception of those currently governed by the 15 October deadline. All courses under one programme must have the same equal consideration deadline date. We will contact you if the correct equal consideration deadlines have not been used for your programmes.

To change the equal consideration deadline

- Log in to Course Collect.
- Click the 'Programmes and courses' tab and search for your programme.
- When you have found and selected your programme, let the screen load.
- Click the 'Manage courses' tab on the left-hand side.
- Click on the course you wish to change in the table (if you are changing a subject option then you will need to change the search criteria in the 'Subject option title' field).
- Approximately halfway down the page is the 'Equal consideration deadline' drop-down field – change the date here.
- Scroll to the end of the page and click 'Save'

Setting invitation, interview, audition or portfolio information

- Log in to Course Collect.
- Click the 'Entry requirements' tab along the top.
- Change the 'Entry requirement type' drop-down from 'Academic' to 'Non-academic' and input your search criteria in the fields below.
- Click the red 'Find entry requirement' button and select your programme.
- Once in your programme details, tick the box next to the 'Application assessment required' field.
- To add an assessment – when the screen expands, click 'Add assessment detail', fill in the relevant fields below, and click 'Save'.
- To amend, remove or copy an assessment – when the screen expands you will see any assessment already added to the course. Click the assessment and the screen will expand again. From here you can amend, remove or copy the information. Click 'Save' when finished.

If you've selected any of the above, applicants will see the following message when adding their choice:

'If you apply for this course you may be invited to attend an interview or audition or provide a portfolio, essay or other piece of work.'

Please note: It will not be possible to use the INV transaction against an applicant's choice if this requirement has not been set against the course.

Setting enhanced criminal convictions declaration

All applicants are asked to declare if they have a relevant criminal conviction that is not spent, so you can decide whether it is appropriate for the applicant to attend your university or college.

In addition to this declaration, you can also opt to ask applicants applying to specific courses* to declare if they have any spent or unspent criminal convictions. If you select this requirement the applicant will also be advised in Apply that a criminal records check may be required.

If you wish to view a summary report of courses flagged as requiring the enhanced criminal conviction declaration please email coursecollect@ucas.ac.uk to request this.

* Where they would be required to work with children or vulnerable adults or where a particular type of conviction would either bar them from study (possibly due to placement issues) or from professional enrolment at the end of the course.

To amend the Disclosure and Barring Service requirement against a 2016 programme

- Log in to Course Collect.
- Click the 'Programmes and courses' tab along the top and select your programme.
- In the 'Programme details' tab, scroll down until you reach the 'Programme description' section. The Disclosure and Barring Service field is at the top of this section.
- You can amend this field by changing the radio button.
- Once changed, scroll to the end and click 'Save'

Please note: the DBS flag is held at programme level, which means this status will be given for all courses under that programme.
When an applicant subsequently selects a course that requires a criminal records check they will be presented with this declaration. The applicant's response will be available on the choices data through web-link.

Valid responses:

- D - Declared (applicant checked box)
- U - Undeclared (applicant did not respond)
- X - Not Presented (applicant was not presented with the declaration)

A course may be flagged as not presented for the following reasons:

- it did not require the course-level criminal conviction check
- the applicant applied using a paper application or was entered using an RPA
- the applicant had a change of course, or a course added outside of Track by a UCAS adviser

To check or amend the admissions test information against a course

- Log in to Course Collect.
- Click the 'Entry requirements' tab along the top of the screen.
- To check the admissions tests – select the 'Manage tests' circle and wait for it to refresh. It will now show you the existing admissions tests for your provider.

- To amend the admissions tests – select the test you wish to update by clicking on it in the table. Edit the test details and other information and click 'Save'.

If your course information is already up-to-date please confirm this by contacting our Data Collection Team on coursesdata@ucas.ac.uk.

Further guidance can be found in the Course Collect User Manual