

Course Collect user manual

11/08/2014

V1.0

UCAS

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Document information

Software version

This guide is compatible with Release 2.0 of Course Collect.

Version control

Revision No	Date	Description	Author
1.0	11/08/14	Version 1.0	UCAS

Document purpose

This document has been written to help all providers participating in the UCAS and CUKAS schemes to use the Course Collect tool on a day to day basis to support applicants.

Intended audience

Admin and marketing staff in universities, colleges, higher education and further education providers.

How to use this guide

The following font conventions and styles are used throughout this document:

Item	Convention	Example
Field names	Bold	User name field
Section names		Entry requirements section
Tab / Screen names		Programme description tab
Navigation button names		Academic qualification navigation button
Menu names		File menu
User input	[italic]	Type your <i>{username}</i> in the Username textbox.
User must select from nested menus	>	Select File > Open

Screenshots used

The screenshots taken for this guide may have been taken from different versions of the system and therefore you may notice slight variations from the live system.

Symbols used



Cross reference



Pre-condition



Take note of this



Useful tip



Contact UCAS



Warning



This information applies to CUKAS providers only

Note: The majority of actions described in this document relate to both UCAS and CUKAS institution users. Where CUKAS users have specific actions, these are indicated with a BLUE symbol.

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1. Course Collect overview and getting started

This section provides an overview of Course Collect followed by instructions on how you would get started using Course Collect as a provider.

1.1 Course Collect overview

Course Collect is a product to replace the web-link system, and will eventually replace other products used to collect course information.

Course Collect was launched in May 2013, alongside the UCAS search tool, and a re-branded UCAS website. Course Collect currently contains all course information for the UCAS and CUKAS schemes.

Course Collect enables providers to add and maintain information on their venues, facilities and the programmes and courses available to applicants. The information entered in Course Collect is used by the UCAS search tool, which displays information to applicants when they search for programmes and courses.

Therefore it is vital that providers ensure the information in Course Collect is up-to-date at all times.

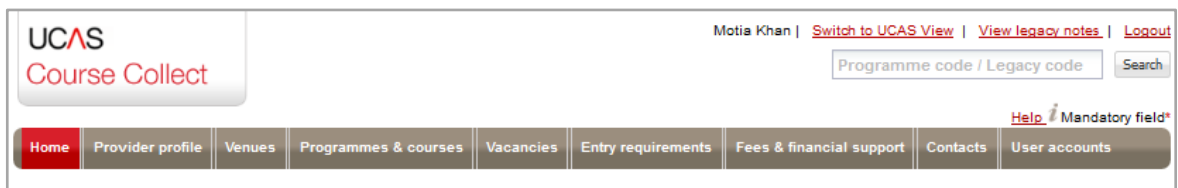
Information on many aspects relating to programmes and courses can be entered in Course Collect including:

- general information on the provider and the facilities provided
- information on venues and the facilities available at each one
- programmes and courses available to applicants
- entry requirements for each course
- fees for each course
- accommodation costs and any other costs associated with the course
- course vacancies
- open day information

In addition, Course Collect is used by the provider for administration purposes, including adding and maintaining contact details as well as managing user accounts.

Course Collect is divided into nine sections as can be seen in the screenshot below. This includes the following sections and each section has its own navigation button:

1. Home
2. Provider profile
3. Venues
4. Programmes & courses
5. Vacancies
6. Entry requirements
7. Fees & financial support
8. Contacts
9. User accounts



This guide provides details on each Course Collect section.

1.1.1 Course Collect sections

1.1.1.1 Home section

The **Home** section acts as a hub for Course Collect and provides a snapshot of the provider’s profile, pulling information from the various other sections. From the **Home** section, you can navigate to the other sections using the menu bar at the top. There are also shortcuts to various screens and tabs within the different sections.

The navigation buttons for each section are at the top of the screen underneath the UCAS Course Collect logo.

A search function is available to enable users to search for information, and the **Help** option above the navigation button can be clicked to access user manuals and help documents.

The screenshot displays the UCAS Course Collect interface for Leeds Metropolitan University. At the top, there is a navigation bar with buttons for Home, Provider profile, Venues, Programmes & courses, Vacancies, Entry requirements, Fees & financial support, Contacts, and User accounts. A search bar is located in the top right corner. The main content area is divided into several sections:

- Leeds Metropolitan University:** Displays the university's name, logo, and contact information (City Campus, LEEDS, LS1 3HE). A website link is provided: <http://www.leedsmet.ac.uk>.
- UCAS message board (7 messages):** Shows a message titled "Non-Financial Support profile field error message" with a description of the issue and a resolution timeline. The message is dated 29/01/2014 16:32 GMTDT.
- Is your profile complete?:** A section encouraging providers to complete their profiles, with a button labeled "Improve your profile".
- Programme and course summary:** A table showing the following data:

	2014	2015
No. of published courses:	152	
No. of draft courses:	0	
No. of UCAS rejected courses:	0	
No. of incomplete programmes:	1	
No. of courses awaiting approval:	0	
- Profile updates:** A section with tabs for Provider profiles, Venue profiles, and Programme profiles. The Programme profiles tab is active, showing a table with columns for Programme title, Intake, and Number of items.

Part 1

General information about the provider is displayed, including the provider's official name, main venue details and link to website. The **Improve your profile** button can be clicked to access the **Provider profile** section.

Part 2

UCAS message board – UCAS can publish messages to providers. It will state how many messages are in place and you can navigate the messages by clicking the **Next** option.

The date and time the message was published is also displayed.

Part 3

A summary of the provider's programmes and courses is presented for the current and next intake. By default, the current intake information is shown but you can click the next intake to view summarised information. A break-down of courses is provided by a number of criteria such as the number of courses published or rejected by UCAS.

The **Find programmes to manage** button can be clicked to access the **Programmes & courses** section of Course Collect where you can search and manage these details.

Part 4

A summary of recent profile updates is presented along with the status of the updates, for example, awaiting approval, rejected or approved.

1.1.1.2 *Provider profile*

The **Provider Profile** section of Course Collect allows you to add various information to build your provider's profile such as information on provider credentials, student union, policy statement, application guidance and non-financial support.

CUKAS conservatoires can also add information relating to auditions and instruments.

1.1.1.3 *Venues*

The **Venues** section of Course Collect allows you to add and maintain details of provider venues. Within the venues section, you can update your copy form preferences for each programme. It also allows you to add information on open days scheduled to be held at the different venues.

1.1.1.4 Programmes & courses

The **Programmes & courses** screen allows you to specify the details of your programmes and courses. The **Programmes & courses** screen includes a number of navigation options, leading to screens where you can enter details of programmes, courses and stages or navigate to other parts of Course Collect.

1.1.1.5 Entry requirements

The **Entry requirements** section of Course Collect enables you to specify academic and non-academic entry requirements and other details for your courses. You can also specify tests that must be completed and associate those tests with your courses.

1.1.1.6 Fees & financial support

The **Fees & financial support** section allows you to specify details of fees, bursaries and other financial information relating to programmes and courses.

1.1.1.7 Contacts

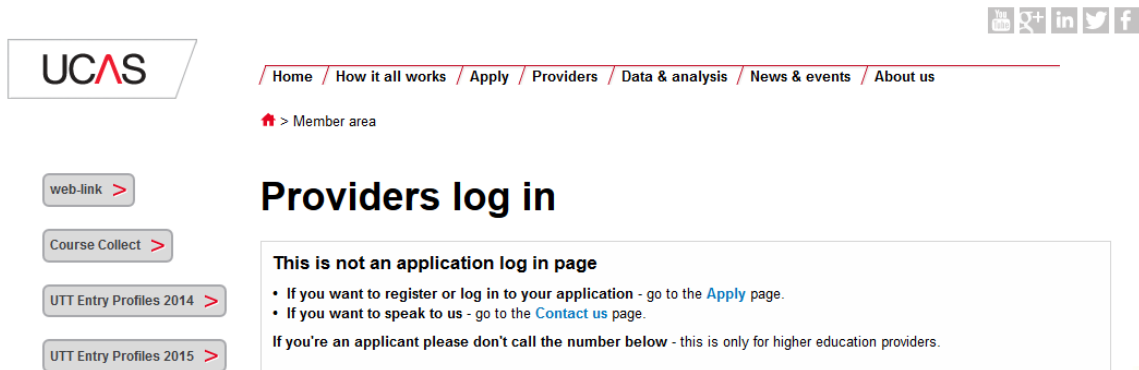
The **Contacts** section of Course Collect is used to add and maintain the provider's contacts. You can add contacts for different purposes such as Admissions, Open Days, Clearing, International Enquiries etc. Contacts can be separated into two groups - Provider Contacts and Venue contacts.

1.1.1.8 User accounts

The **User accounts** section in Course Collect is used by providers to manage users of the system, including adding new users, editing details of existing users and deactivating users. User accounts can be restricted to give access only to certain sections of the system, and give the ability to approve, maintain or view-only.

1.2 Access to Course Collect

You can access Course Collect via the UCAS website: www.ucas.com and click on the **Providers** tab at the top of the page, and then **Course Collect** on the left hand side.



Access to Course Collect is controlled with usernames and passwords.

1.2.1 Usernames and passwords

Each provider will be given one Administrator Account. One additional Administrator account can be requested.

The Administrator will be able to add additional users for different tasks. When setting up a new user account, the **Role name** selected must be one of three options and this will dictate the permissions available to that account.

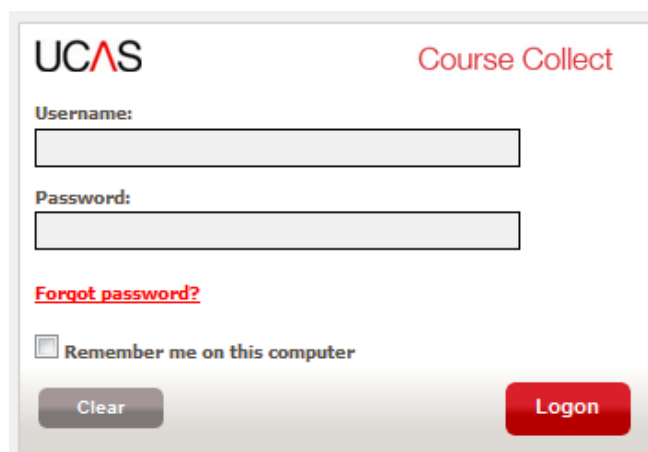
1) Administrator	An administrator can carry out all functions, including add, edit and approve information.
2) Editor	An editor can edit information but not approve the changes. Any changes made by an editor will have to be approved by an Administrator.
3) Viewer	A viewer can only view information and not make any changes.



Instructions on setting up user accounts are available in Section 8 of the Course Collect user manual.

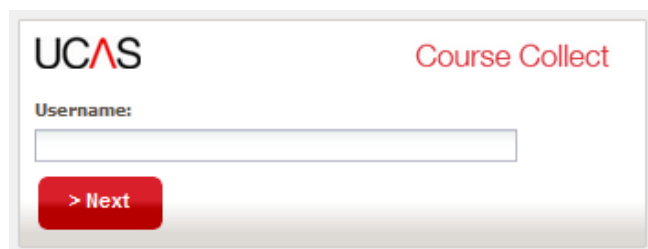
1.2.2 Retrieve forgotten password

To retrieve a forgotten password, click the **Forgot password?** link on the login screen.



The image shows the UCAS Course Collect login page. At the top left is the UCAS logo, and at the top right is the text 'Course Collect'. Below the logo, there are two input fields: 'Username:' and 'Password:'. Below the password field is a red link that says 'Forgot password?'. Underneath that is a checkbox labeled 'Remember me on this computer'. At the bottom left is a 'Clear' button, and at the bottom right is a red 'Logon' button.

You will be asked to enter your username, which should be your email address. Once you have entered your username and follow the instructions to reset your password.

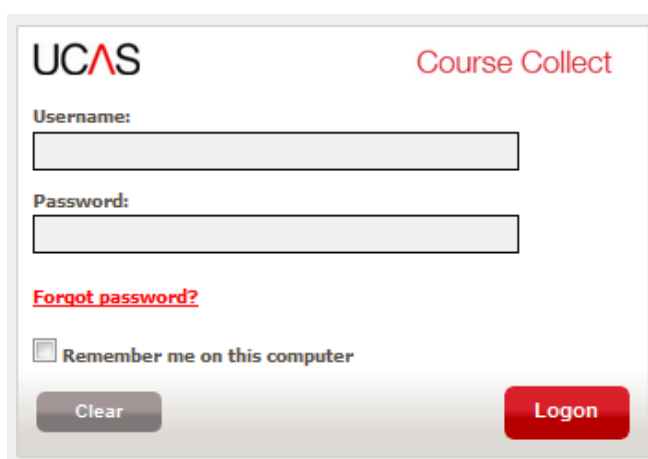


The image shows a simplified version of the UCAS Course Collect login page. It features the UCAS logo and 'Course Collect' text at the top. Below the logo is a 'Username:' label and an empty input field. At the bottom is a red button with the text '> Next'.

1.2.3 Log in

To log into Course Collect, navigate to the log in page (see Section 1.2)

Enter your [username] and [password] and click the **Logon** button.



The image shows the UCAS Course Collect login page, identical to the first screenshot. It includes the UCAS logo, 'Course Collect' text, 'Username:' and 'Password:' input fields, a 'Forgot password?' link, a 'Remember me on this computer' checkbox, a 'Clear' button, and a red 'Logon' button.

You will be directed to the **Home** section of Course Collect.

For a summary of each section see Section 1.1.

1.2.4 Log out

To log out of Course Collect click the **Logout** link at the top of the screen.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. On the right, the user name 'Motia Khan' is displayed, followed by links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. The 'Logout' link is circled in red. Below the user information is a search bar with the placeholder text 'Programme code / Legacy code' and a 'Search' button. A navigation menu below the search bar includes links for 'Home', 'Provider profile', 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. Below the navigation menu, there are two main content areas. The left area displays the profile for 'Leeds Metropolitan University', including its logo, address (City Campus, LEEDS, LS1 3HE), and website (http://www.leedsmet.ac.uk). The right area is titled 'UCAS message board (7 messages)' and contains a message about a 'Non-Financial Support profile field error message', stating that some users are experiencing an error when updating text in the provider profile and that the issue is being investigated.

1.2.5 Using Course Collect

For instructions on using Course Collect as a provider, please refer to the user manual. There are eight sections as follows:

- Section 1: Course Collect overview and getting started
- Section 2: Frequently Asked Questions (FAQ)
- Section 3: Provider profile and Venues
- Section 4: Programmes & courses
- Section 5: Vacancies
- Section 6: Entry requirements
- Section 7: Fees & financial support
- Section 8: User accounts and contacts

A glossary is also available.

2. Frequently Asked Questions (FAQs)


2.1 General

1. Are there any online resources for Course Collect that I can use?

Yes, go to the UCAS website www.ucas.com and click on the **Providers** tab at the top of the page and then log in to the secure section of the website. If you don't know your log in details the UCAS HEP Team can provide them; their contact details are 01242 545734.

Click on **Our products and services** and then **Course Collect**; the Course Collect step-by-step guide covers all aspects of using Course Collect. There are also a number of Course Collect tutorial videos.

Click on the  icon next to most fields in Course Collect for help text for that field.

The **Help**  link at the top right hand side of every Course Collect page provides access to the user manual for that section.

2. Can we import our data from our own systems into Course Collect?

No, there is not a function which currently allows bulk import into the database.

3. Can I get a report of all of our courses to show what is currently held within Course Collect for our provider?

Yes, email coursecollect@ucas.ac.uk with the report you would like. Please include your provider application code and intake year.

2.2 CUKAS providers

4. What extra sections are on Course Collect for CUKAS providers?

- Audition structure (Provider profile section)
- Instruments (Provider profile section)
- Programme instruments (Programmes & courses section, select Programmes, Programme instruments is on the left hand side.)
- Audition fees (Fees & financial support section)

2.3 Accessing Course Collect

5. How do I get to the Course Collect log in page?

Go to the UCAS website www.ucas.com

Click on the **Providers** tab at the top, then **Course Collect** on the left hand side.

6. How do I get an Editor and an Admin user account for Course Collect?

A provider can have a maximum of two Admin accounts on Course Collect which are set up by UCAS. Email coursecollect@ucas.ac.uk with your details to be set up with an admin account.

The provider administrator should create the Editor accounts on Course Collect by clicking on the **User account** section.

For instructions, please see Section 8.1 of the user manual.

7. What are my log in details for Course Collect?

Access to Course Collect is controlled with username and password. Your username is your email address and you choose your own password as part of the account set up process.

UCAS does not keep a record of passwords for Course Collect.

8. When I try to log in to Course Collect, the login page doesn't display all of the text boxes. How do I sort this out?

Press Ctrl + F5 on your keyboard to refresh the page.

9. If I lock myself out of my account, what happens then?

You will have to wait 45 minutes before trying to log in again.

If you contact UCAS, we can send you an activation email, but this can take up to 48 hours to come through. If you follow the link in the email, you can then reset your password.

10. What happens if I forget my password for Course Collect?

Click on the **Forgot password?** link on the log in page and reset your password by following the instructions.

For instructions, see Section 1.2.2 of the user manual.

11. What account permissions are associated with Admin and Editor access on Course Collect?

An Admin user has access to all functionality within Course Collect, including adding new user accounts and deleting user accounts.

Admin users can also restrict what each editor is able to do on Course Collect by changing their permissions.

Editors can update data but not approve it for publication.

2.4 Programmes & courses

12. What is the difference between a programme and a course?

A programme is a period of study leading to a qualification, such as a degree in a particular subject.

A course is an instance of a programme, with one or more courses per programme being set up with method of delivery and/or, duration and/or venue differences. Providers may create 'one programme/one course or 'one programme/multiple courses' depending on their own internal management system requirements.

13. How can I add a new programme?

Click the **Programmes & courses** section of Course Collect, select the **Programmes** tab, click the **New Programme** button and complete the required fields. For instructions, see Section 4.1.4

14. How can I add a new course to a programme?

Click the **Programmes & courses** section of Course Collect, select the **Courses** tab, click the **Or add new course** button and complete the required fields. For instructions, see Section 4.1.7

15. Can I add part-time and postgraduate courses to Course Collect?

No, Course Collect is only for full-time undergraduate courses at the moment.

However, some postgraduate nursing courses and social work master's level courses that begin at QCF Level 6 (typically two years in duration), for applicants who have a degree in another subject are permitted.

16. Can I include the qualification outcome in the programme title?

Yes, however we recommend not repeating information that is already entered elsewhere.

17. What is a stage and is this a mandatory field when setting up a new course?

A stage is an entry point to the course and has specific entry requirements attached to them.

It is a mandatory field when setting up a new course and you can have multiple stages attached to a course.

18. Do new courses require UCAS approval?

Yes, all courses will need to be approved by UCAS. The Data Collection Team will approve new courses within three working days of when they are submitted.

19. Who allocates the application code for the new programme I have just set up on Course Collect?

Providers can request an application code by putting this in the **Creation Notes** field on the **Edit programme of study** page within the **Programmes & courses** section. UCAS will assign the requested application code to the programme. The provider is responsible for ensuring that the code has not already been used.

If there is no requested code, a random application code will be assigned to the programme by UCAS.

20. How do I change the publish flag for one of my courses on Course Collect?

- Click on the **Programmes & courses** section.
- Search and select the programme for which you would like to change the publish flag.
- Click on **Manage courses** from the navigation buttons on the left. Click on the individual course record to open the **Edit course details** screen.
- Scroll down to **Publishing Options** and select either the **Published** or **Not published** radio button.
- Click on **Save**.

For instructions on searching for courses and editing details see Sections 4.2.1 and 4.2.2.

21. Can we group programmes on Course Collect to perform bulk operations?

Yes, programme groups can be used for bulk update functionality. To do this click on **Provider profile** section and then click on **Programme groups** navigation tab on the left hand side. You can then manage programmes and groups. For instructions, see Section 3.1.11.

Note if you are an editor, you may not have permission to use the bulk update functionality, check with your Course Collect Admin user to check your permissions

22. My course isn't showing on the search tool. What fields should I check on Course Collect to make sure that it is returned in the search results as expected?

- Check the course has been approved
- Check the course is running
- Check the course is published
- Check the course has vacancies
- Check the course has a joining date
- Check the course has at least one stage
- Check there is a legacy venue code

2.5 Provider profiles

23. Can I use URLs in Course Collect?

Yes, there are specific URL fields throughout Course Collect. However, URLs should not be inserted into free text fields

For provider URLs, click on the **Provider profile** section and then click on **More information links** navigation button. For instructions on how to do this, see Section 3.1.8.

24. How do I know if the provider profile information has been published?

The navigation buttons on the left in the **Provider profile** section will have a tick if information in a sub-section has been published or it will have a pencil sign if information has been entered / edited but has not yet been published, or it will have a flag sign if the information is pending approval. For instructions on how to do this, see Section 3.1.

25. Can we add extra information about our programmes, venues and us as a provider on Course Collect?

Yes, many of the sections in the **Provider profile** section include space for you to enter free text. For instructions on managing provider profiles, see Section 3.1.1. to 3.1.6.

2.6 Venues

26. What is the legacy venue code in Course Collect?

This is the current campus code required by Apply.

27. Are the venue addresses visible to applicants?

Yes, venue addresses are displayed on the search tool

28. Our address is wrong on Course Collect, can this be updated?

Yes, addresses are updated in the **Provider profile** section. For instructions on how to do this, see Section 3.2.2.

2.7 Vacancies and joining dates

29. Where is the start date information held on Course Collect?

To view the joining date(s) assigned to a programme:

- Click on **Programmes and courses**
- Select the programme
- Click on **Manage courses** on the left hand side
- Click on a course in the table
- Click on **View course joining dates** on the left hand side
- Click **Save**

To manage the joining date information, click on the **Vacancies** section and select **Course joining dates** from the navigation buttons on the left hand side. Search for the relevant programme and then update the joining date as necessary.

See Section 5.2 onwards for instructions on managing joining dates.

30. Is the start date on Course Collect the date the course starts or the date the students have to attend registration?

The start date is the date the course starts. Some providers may have a different registration date to start date.

31. Is there a way of indicating that deferred applicants are not accepted using Course Collect?

Yes, in the joining date section within the **Vacancies** section. You will have to search for a course, navigate to the **Joining dates** section and then ensure the deferred entry flag radio button is selected. For instructions on managing this information, see Section 5.2.1.3

The deferred entry flag is **not** currently displayed on Search, and has **no** impact on an applicants' ability to apply for a deferred entry place.

32. Where do we show that our courses are not open to international applicants?

The vacancy types of UK and EU, UK excluding Scotland and UK excluding Northern Ireland would indicate this. However, you can only make these changes after the equal consideration deadline date has passed for that course. The vacancy types chosen have **no** impact on an applicants' ability to apply.

To update vacancy status, click on the **vacancies** section and search for the programme and then select the vacancy status using the drop-down menu. For instructions on managing vacancy status, see Section 5.1.2.

2.8 Entry requirements

33. Where do I edit entry requirements on Course Collect?

Click on the **Entry requirements** section of Course Collect. You will then need to select whether you want to update academic or non-academic entry requirements. For instructions, see Section 6.1.

34. Is it mandatory to add entry requirements on Course Collect?

No, but it is more helpful to applicants if they can see what is required of them to be able to join the course

35. What does Open Access mean in the Entry requirements section on Course Collect?

- Some providers have no academic or non-academic entry requirements for their courses. The Open Access flag allows them to indicate this.
- UCAS expects some explanation to be given in the corresponding additional information field if the Open Access menu is set to "Yes".

36. How can I add an admissions test, or edit details of an existing test.

The **Manage tests** tab on the **Entry requirements** section allows you to create or edit tests to associate with your programmes. For instructions, see Section 6.3

37. Can we add extra information to the interview or audition categories?

Yes. Click on the **entry requirements** section of Course Collect, select **Non-Academic**, select the intake. Search for the programme using either the programme title or application code. Tick the box called **Application assessment required** and click on the grey **Add assessment detail** button. Here you can select the assessment type and use

the menus and additional information field to provide more details. For instructions, see Section 6.1.5.1

2.9 Fees and financial support

38. Can I have different fees for different geographical regions for the same course on Course Collect?

Yes, you can have fees for different geographical regions.

The regions are England, Scotland, Wales, EU, International, and Northern Ireland and can be created under the **Fees & financial support** section.

39. Can I enter a fee range for a programme on Course Collect?

Yes, click on the **Fees & financial support** section, click on the programme, select the geographical region, select the **Fee Range** radio button, enter the fees and click save. For instructions, see Section 7.1.2.

40. Can I add extra information about our bursary on Course Collect?

Yes, click on the **Fees & financial support** section of Course Collect, select **Bursaries** from the left hand side, click on the bursary, edit the programme description field and click **Save**. For information on managing bursaries, see Section 7.3.

3. Provider profile and Venues

Each provider using Course Collect must have a profile and at least one venue. The **Provider profile** section of Course Collect allows you to add various information to build the provider's profile.

The **Venues** section of Course Collect allows you to add and maintain details of the provider's venues. It also allows you to add information on open days scheduled to be held at the different venues. Table 3-1 summarises the functions of the **Provide profile** and **Venues** section.

Table 3-1: Provider profile and Venues sections


Sections / Tabs/ Screens	Core function	Instructions
Provider profile	Build and maintain provider profile.	Section 3.1
Provider details	Add / edit general information about the provider such as its name and type of provider	Section 3.1.1
Venue locations description	Add / edit information about the location of the venue or venues	Section 3.1.2
Compact and network arrangements	Add / edit information on provider compact and network agreements	Section 3.1.3
Provider credentials	Add / edit information on provider credentials	Section 3.1.4
Student union	Add / edit information about student unions	Section 3.1.5
Marketing	Add / edit marketing information	Section 3.1.6
Non-financial student support	Add / edit information on the non-financial support services available	Section 3.1.7
More information links	Add URL links to where students can find additional information	Section 3.1.8
Policy statement	Add / edit policy statements	Section 3.1.9

	related to various areas	
Application guidance notes	Add / edit notes to assist students with applications	Section 3.1.10
Programme groups	Add / edit information on courses assigned to programme groups	Section 3.1.11
Student numbers	Add / edit the number of students that can be admitted in an intake	Section 3.1.12
Audition modes (CUKAS only)	Add information on audition location	Section 3.1.13
Instruments (CUKAS only)	Create the provider instrument list that will then be used to assign instruments to programmes	Section 3.1.14
Venues	Associate tests with programmes	Section 3.2
Manage Venues	Add venues and manage / edit venue information	Section 3.2.1
Copy Forms	Setting copy form preferences at programme level	Section 3.2.2
Open Days	Add / edit details of open days	Section 3.2.3



Each section / screen is accessed via the relevant navigation button usually on the left of the screen.



Where available, the help icon  next to the fields can be clicked for further information.

3.1 Provider profile

A provider profile is made up of 12 sections for UCAS and 14 sections for CUKAS.

Additional CUKAS Sections

The status of some sections is highlighted by a tick, a pencil or a flag:

A tick - completed

A pencil - it has been edited but is still awaiting approval, or not started

A flag - awaiting provider approval

Each profile can be edited by simply clicking on the respective button and entering the required details.

3.1.1 Edit provider details

The **Provider details** section shows general information on the provider such as its full name, abbreviated name, official name, provider type etc. Some of the information shown in this section is editable, whilst some of it is pre-populated.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, the user 'Motia Khan' is logged in, with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. Below this is a search bar for 'Programme code / Legacy code'. A navigation menu includes 'Home', 'Provider profile' (selected), 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. On the left, a sidebar lists 'Provider details' (selected) and other sections: 'Venue locations description', 'Compact and network arrangements', 'Provider credentials', 'Student union', and 'Marketing'. The main content area is titled 'Edit provider details and location' and shows details for Leeds Metropolitan University [AC835 / L27]. The details are as follows:

Full name: *	Leeds Metropolitan University
Short name: *	Leeds Metropolitan University
Abbreviated name: *	LMU
Official name: *	Leeds Metropolitan University
Provider Application code: (2013)	L27
Provider Reference code: *	AC835

The following information cannot be edited by a provider.

- **Full name** – this is the full name of the provider
- **Short name** – some providers have a short name. If there is no short name, the full name will be shown again in this field
- **Abbreviated name** – some providers have an abbreviated name. If the provider does not have an abbreviated name, the short name will be shown in this field. In the absence of a short name, the full name will be shown again in this field.
- **Official name** – this is the name the provider is officially known by.
- **Provider Application code** – this is a unique code assigned by UCAS to every provider.
- **Provider Reference code** – this is a unique code assigned to the provider by UCAS.



*The **Provider Reference code** is a system generated code, not visible to applicants. As providers can request a change to their provider Application code, a system generated code is applied for consistent reference purposes.*



The non-editable information is entered by UCAS when the provider is first set up in Course Collect. If any of this information needs to be amended, the provider should contact the Data Collection Team on CourseCollect@ucas.ac.uk

The rest of the information in the **Provider details** section can be edited.

Provider type: * **Higher Education**

Funding type(s):

Options	<ul style="list-style-type: none"> DCELLS DELNI HEFCE HEFCW Other Private SFA SFC 	<input type="button" value="Add"/> <input type="button" value="Remove"/>	Selections	
---------	---	---	------------	--

Provision type(s):

Options	<ul style="list-style-type: none"> Further Education Postgraduate Education 	<input type="button" value="Add"/> <input type="button" value="Remove"/>	Selections	Higher Education
---------	---	---	------------	------------------

Mission group(s):

Options	<ul style="list-style-type: none"> 1994 Group Association of Colleges (AoC) Cathedrals Group Guild HE Million + Russell Group UK Arts and Design Institutions Association 	<input type="button" value="Add"/> <input type="button" value="Remove"/>	Selections	
---------	--	---	------------	--

UKPRN: Has no UKPRN

Logo (image):

Provider URL:

Address: * [Change address](#)

NSP and Audition Fee Preferences

Intake ▲	NSP Membership	Audition Fee Waived
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Use Table 3-2 for guidance to add or edit information in each section.

Table 3-2: Add / Edit provider fields

Field	Use
Provider types	This is a description of the type of provider depending on the qualifications offered by the provider and their legal funding status.
Funding types	Select a funding type. You will see a list of acronyms for the various provider funding bodies and funding sources.
Provision types	Select the type of education provides, i.e. further education, higher education or postgraduate education.
Mission groups	Select the mission groups the provider is associated with (if any).
UKPRN	<p>Enter the UKPRN number or if this is not applicable select <i>Has no UKPRN</i>.</p> <p>A UK Provider Reference Number (UKPRN) is an externally issued number issued to providers who are currently registered with UKRLP (The UK Register of Learning Providers). This number is used by government departments, agencies, learners, and employers to share key information about learning providers.</p> <p>The UKRLP allows providers to update their information in one place and share this across agencies such as the Skills Funding Agency, the Higher Education Statistics Agency (HESA), the Higher Education Funding Council for England (HEFCE) and UCAS.</p>
Logo (image)	Upload a logo to be used on the provider profile. Click Browse to select the logo from the relevant directory on your computer and then click Upload to upload the image. To check that the image has successfully uploaded, navigate to the Home section dashboard and the logo will appear in the top left section.
Provider URL	Enter the provider website address. You can click the Test button next to the field to test the URL link.
Address	The main address entered by UCAS when setting up the provider will initially be displayed on this screen. You can click Change address option to change the address. See Section 3.2.2.1 for instruction on changing address.

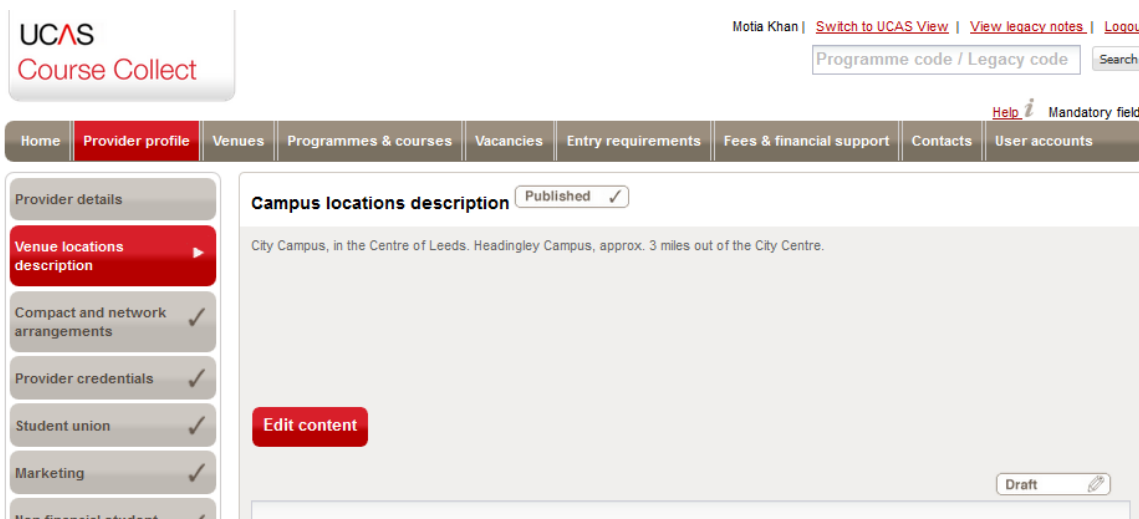
**NSP and audition
fee preferences**

This indicates whether a provider is a member of the NSP (National Scholarship Programme), and if the provider is a conservatoire, whether they have a fee waiver on their audition fees.

3.1.2 Edit venue location descriptions

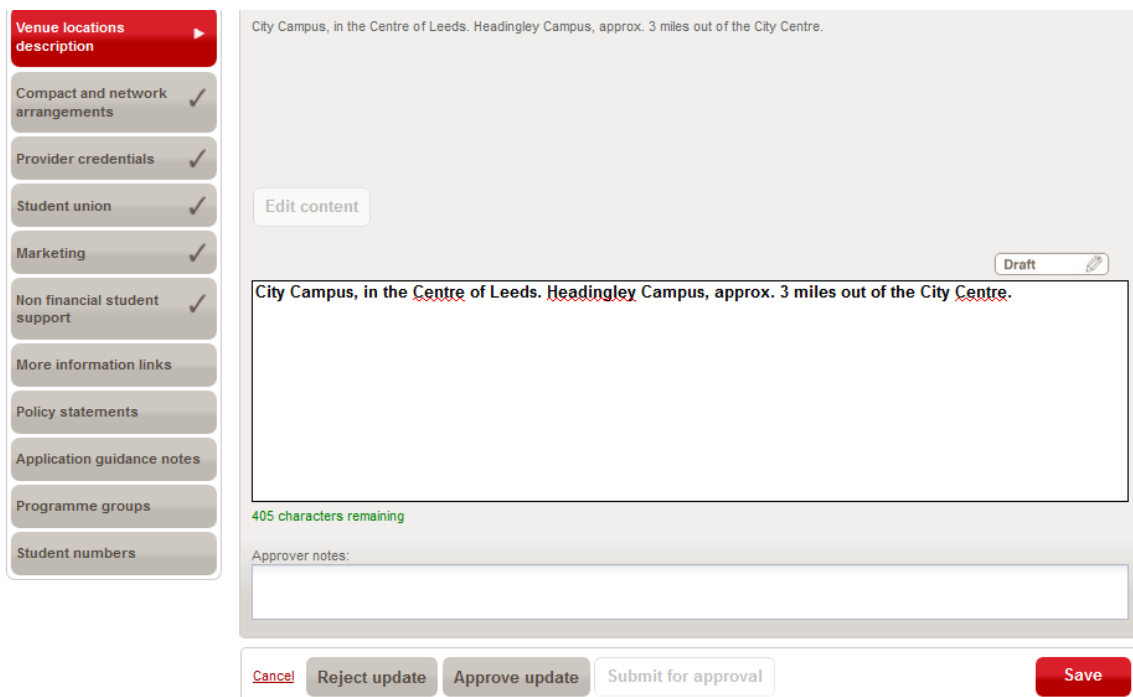
The venue locations section is used to add and edit information about the venue locations such as the distance from the city centre, bus routes, train routes etc.

It is entirely up to the provider as to what information is entered here (excluding URLs) and any information already entered will be displayed on the top part of the screen.



To edit information already entered or to add new information:

1. Click the red **Edit content** button. Any existing content will appear on the screen in editable format.



2. Edit the content or enter new information and click **Save** and you will see a green confirmation message on screen to say that the *Profile item has been saved* (the status tab will now show a pencil if you were to select another menu tab).



*You will see the number of characters remaining in green (maximum field length 500 characters). You can click **Save** at any time to save the updated content as a draft in order to finish updating the information later or to have the content reviewed by an approver. Notes from the approver can be inserted in the **Approver notes** field. When you click **Save** you will see the green confirmation message to say that the Profile item has been saved.*

3. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking the **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Editors cannot publish content without it being approved by an Administrator.
 - Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
 - Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.



*For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.*



*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

3.1.3 Edit Compact and network arrangements

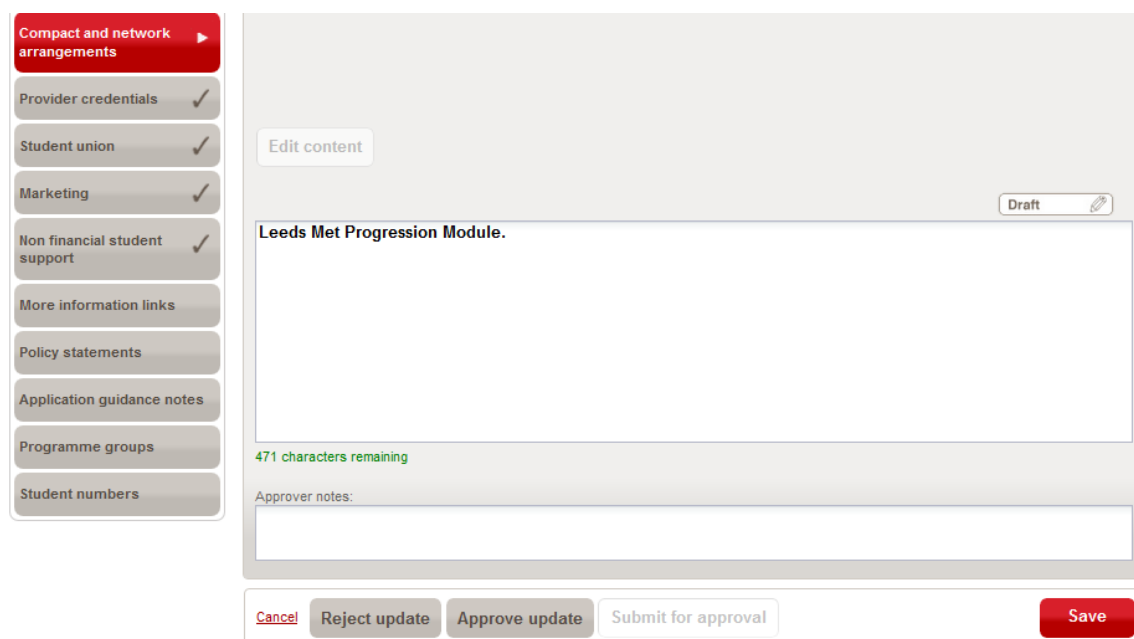
The **Compact and network arrangements** section is used to edit/enter information about any partnerships or networking groups the provider may belong to, for example 'Mid Wales Widening Access Partnership'. It is entirely up to the provider as to what information is entered here (excluding URLs) and any information already entered will be displayed in the top part of the screen.

To edit information already entered:

1. Click on the red **Edit content** button. The information already entered will appear on the screen in editable format.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, the user 'Motia Khan' is logged in, with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. Below this is a search bar for 'Programme code / Legacy code'. A navigation menu includes 'Home', 'Provider profile' (highlighted), 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. On the left sidebar, 'Compact and network arrangements' is selected. The main content area shows 'Compact and network arrangements' with a 'Published' status and a checkmark. The text 'Leeds Met Progression Module.' is visible. A red 'Edit content' button is present. At the bottom right of the content area is a 'Draft' button with a pencil icon.

2. Edit the content or enter new information and click **Save** and you will see a green confirmation message on screen to say that the *Profile item has been saved* (the status tab will now show a pencil if you were to select another menu tab).



The screenshot shows a sidebar menu on the left with the following items: 'Compact and network arrangements' (highlighted in red), 'Provider credentials' (checked), 'Student union' (checked), 'Marketing' (checked), 'Non financial student support' (checked), 'More information links', 'Policy statements', 'Application guidance notes', 'Programme groups', and 'Student numbers'. The main content area has an 'Edit content' button at the top left. Below it is a text input field containing 'Leeds Met Progression Module.' with a 'Draft' button and an edit icon at the top right. Below the text field, it says '471 characters remaining'. At the bottom of the text field is an 'Approver notes:' label and a text input area. At the bottom of the main content area are five buttons: 'Cancel', 'Reject update', 'Approve update', 'Submit for approval', and 'Save' (highlighted in red).



You will see the number of characters remaining in green (maximum field length 500 characters). You can click **Save** at any time to save the updated content as a draft in order to finish updating the information later or to have the content reviewed by an approver. Notes from the approver can be inserted in the **Approver notes** field. When you click **Save** and you will see the green confirmation message to say that the Profile item has been saved.

3. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Editors cannot publish content without it being approved by an Administrator.
 - Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
 - Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.



For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.



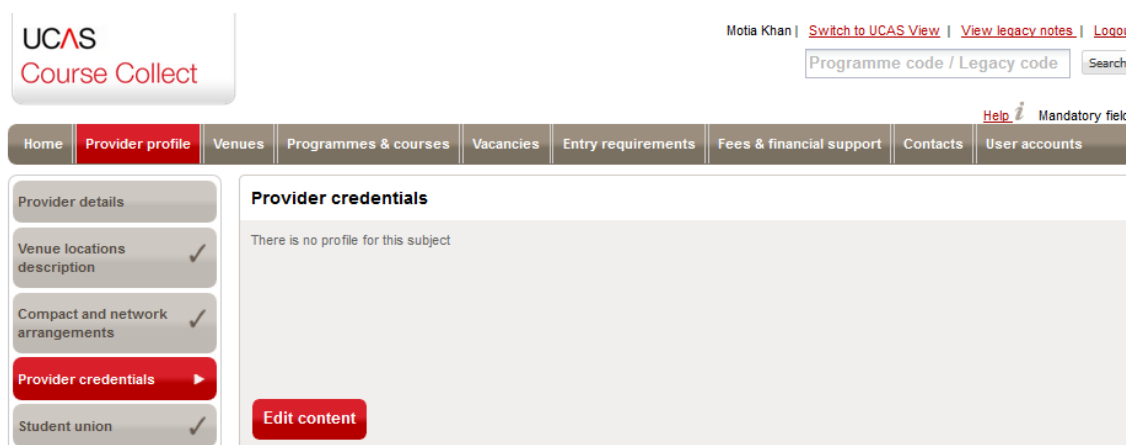
*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

3.1.4 Edit provider credentials

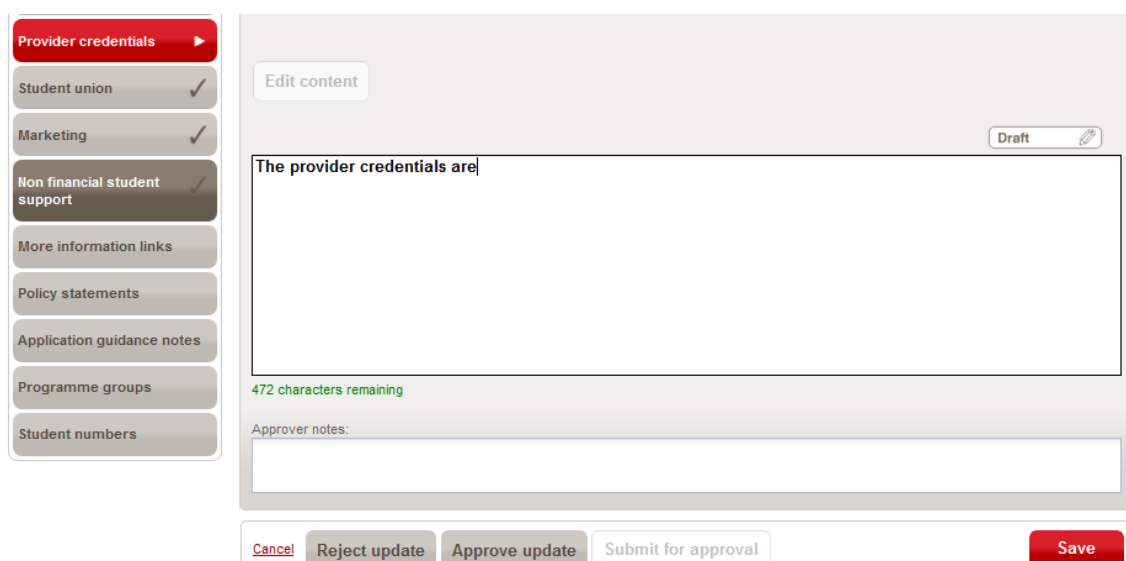
The **Provider credentials** section is used to edit / enter information about any awards or achievements that the provider might have gained. Details about the provider’s validating powers can also be entered here. For example, if as a college the provider is able to award its own foundation degrees or has partnerships with other providers and organisations exclusively to provide specific types of courses. It is entirely up to the provider as to what information is entered here (excluding URLs) and any information already published will be displayed in the top part of the screen.

To edit information already entered:

1. Click the red **Edit content** button. The information already entered (displayed on the top part of the screen) will appear on the screen in editable format.



2. Edit the content or type new information and click **Save**.





You will see the number of characters remaining in green (maximum field length 500 characters). You can click **Save** at any time to save the updated content as a draft in order to finish updating the information later or to have the content reviewed by an approver. Notes from the approver can be inserted in the **Approver notes** field. When you click **Save** and you will see the green confirmation message to say that the Profile item has been saved.

3. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Editors cannot publish content without it being approved by an Administrator.
 - Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
 - Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.



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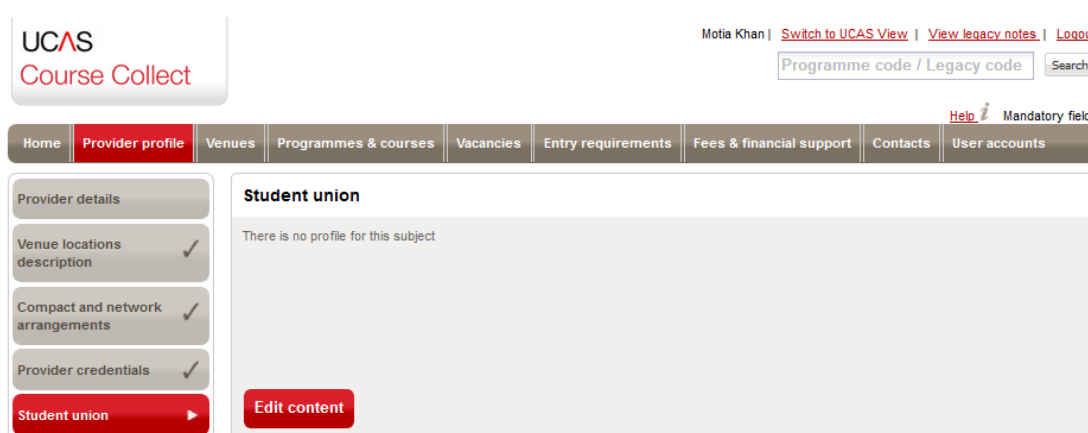
Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.

3.1.5 Edit / Add Student union details

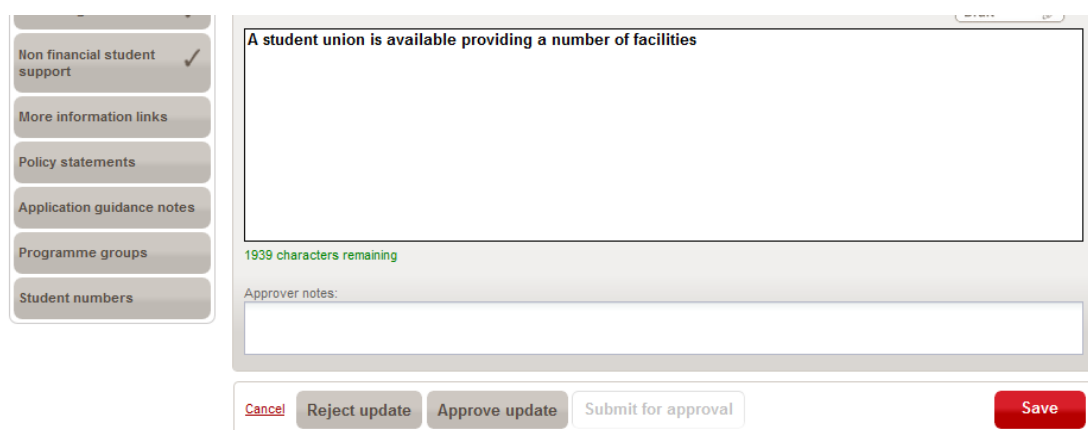
The **Student union** section is used to edit or add information about student union facilities available to students. It is entirely up to the provider as to what information is entered here (excluding URLs) and any information already entered will be displayed in the top part of the screen.

To edit information already entered or to add new information:

1. Click the red **Edit content** button. The information already entered (displayed in the top part of the screen) will appear on the screen in editable format.



2. Edit the content or type new information and click **Save**.



You will see the number of characters remaining in green (maximum field length 2,000 characters). You can click **Save** at any time to save the updated content as a draft in order to finish updating the information later or to have the content reviewed by an approver. Notes from the approver can be inserted in the **Approver notes** field. When you click **Save** and you will see the green confirmation message to say that the Profile item has been saved.

3. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Editors cannot publish content without it being approved by an Administrator.
 - Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
 - Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.



*For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.*



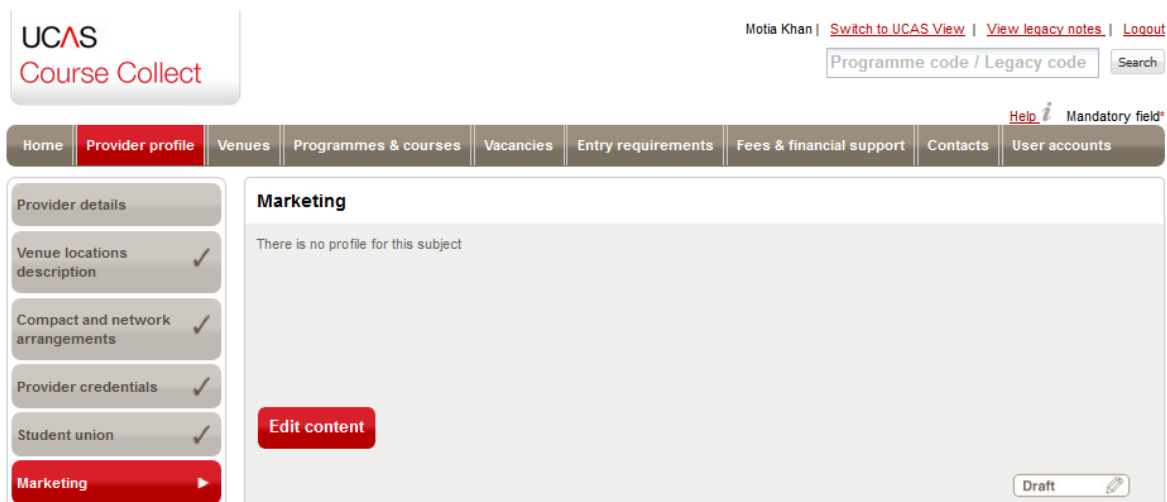
*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

3.1.6 Edit / Add Marketing information

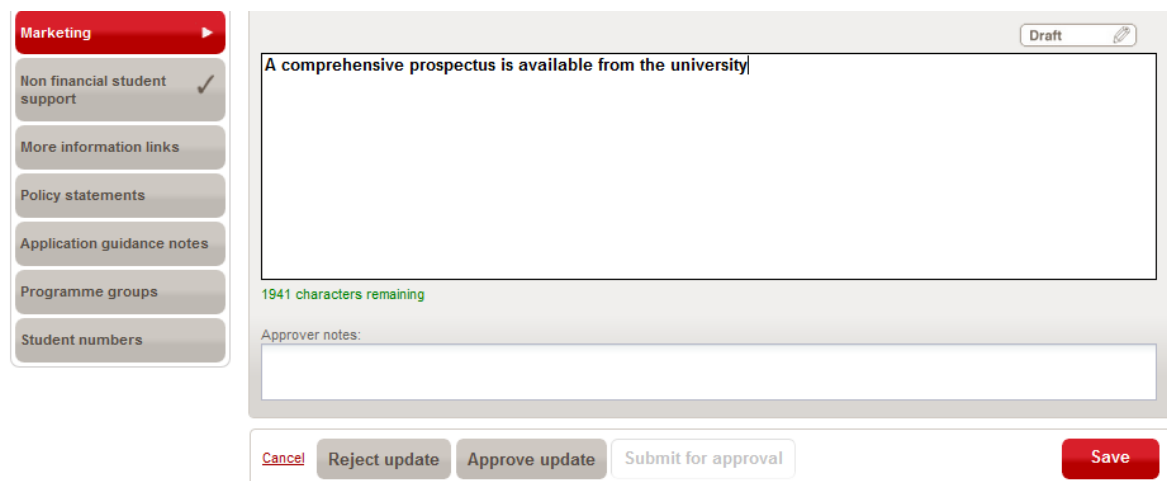
The **Marketing** section is used to edit or add information the provider would use for marketing purposes. It is entirely up to the provider as to what information is entered here (excluding URLs) and any information already entered will be displayed in the top part of the screen.

To edit information already entered or to add new information:

1. Click the red **Edit content** button. The information already entered (displayed in the top part of the screen) will appear on the screen in editable format.



2. Edit the content or type new information and click **Save**.



*You will see the number of characters remaining in green (maximum field length 2,000 characters). You can click **Save** at any time to save the updated content as a draft in order to finish updating the information later or to have the content reviewed by an approver. Notes from the approver can be inserted in the **Approver notes** field. When you click **Save** and you will see the green*

confirmation message to say that the Profile item has been saved.

3. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Editors cannot publish content without it being approved by an Administrator.
 - Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
 - Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.



*For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.*



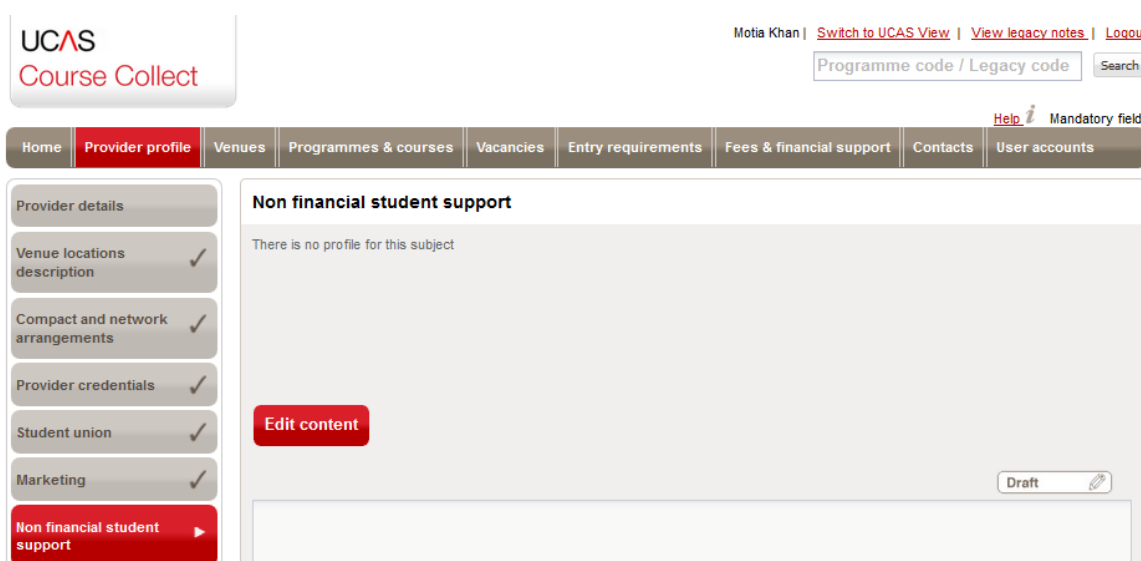
*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

3.1.7 Non-financial student support

The **Non-financial student support** section is used to edit or add information about the support services available to students that are not related to finance. It is entirely up to the provider as to what information is entered here (excluding URLs) and any information already entered will be displayed in the top part of the screen.

To edit information already entered or to add new information:

1. Click the red **Edit content** button. The information already entered (displayed in the top part of the screen) will appear on the screen in editable format.



2. Edit the content or type new information and click **Save**.





You will see the number of characters remaining in green (maximum field length 2,000 characters). You can click **Save** at any time to save the updated content as a draft in order to finish updating the information later or to have the content reviewed by an approver. Notes from the approver can be inserted in the **Approver notes** field. When you click **Save** and you will see the green confirmation message to say that the Profile item has been saved.

3. If applicable in the **Non-financial URL field** add URL details of any websites or portals where students can obtain more information on non-financial support services.

The screenshot shows a form with the following elements:

- A button labeled "Student numbers" on the left.
- A text area labeled "Approver notes:" with a small "Test" button to its right.
- A text input field labeled "Non financial support URL:" with a "Test" button to its right.
- A row of buttons at the bottom: "Cancel", "Reject update", "Approve update", "Submit for approval", and a red "Save" button.



You can click the **Test** button to check link to the URL is active.

4. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Editors cannot publish content without it being approved by an Administrator.
 - Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
 - Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.



For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.



Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.

3.1.8 More information links

The **More information links** section is used to add provider URL details. You can add links to various web pages and portals where further information is available.

3.1.8.1 Add or update provider URLs

To add an URL link or to update an existing link copy and paste the URL in to the appropriate field or manually edit/type the URL and click **Save**.

To check the URLs, click the **Test** button and then you should be navigated to the relevant web page/portal.



You can click the **Test** button next to each field to check link to the URL is active.

3.1.9 Manage Policy statements

The **Policy statements** section is used to add and maintain the various policies of the provider. You can add and maintain multiple policy statements covering different topics and circumstances.

When you click on the **Policy statements** navigation button in the **Provider profile** section, you will find listed any policy statements that have already been set up by the provider.

Intake year	Policy title	Policy statement category	Status
2015	Home/EU fees	Other	Inactive
2014	Home/EU fees	Other	Inactive
2015		Disability	Inactive
2014		Disability	Inactive
2015		Open Days	Inactive
2014		Open Days	Inactive
2014		Interview / Audition policy	Inactive
2015		Progress File	Inactive
2014		Progress File	Inactive
2015		Overseas fees	Inactive
2014		Overseas fees	Inactive
2014		Unit Grades	Inactive
2015		Unit Grades	Inactive
2015		Interview / Audition policy	Inactive

The following information is displayed for each policy statement:

- **Intake year** – this is the intake year the policy statement relates to.
- **Policy title** – this is the title given by the provider to the policy statement.
- **Policy statement category** – the type of statement it is. Examples are overseas fees, disability and unit grades. The category of statements is predefined in Course Collect and each statement must be assigned a category.
- **Status** – whether the statement is **active** or **inactive**.

3.1.9.1 Add new policy statements

To add a new policy statement:

1. Click on the **Policy statements** navigation button and click the button **Add new policy statement** at the bottom right corner of the screen.

The screenshot shows the UCAS Course Collect interface. At the top, there is a navigation bar with 'Home', 'Provider profile', 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. The 'Provider profile' section is active, showing a sidebar with various categories like 'Venue locations description', 'Compact and network arrangements', 'Provider credentials', 'Student union', 'Marketing', 'Non financial student support', 'More information links', 'Policy statements', 'Application guidance notes', and 'Programme groups'. The 'Policy statements' category is selected, displaying a table with columns: 'Intake year', 'Policy title', 'Policy statement category', and 'Status'. The table lists 14 records, all with a status of 'Inactive'. At the bottom right of the table area, there is a button labeled 'Add new policy statement'.

The **View/Edit policy statement details** pane expands to display fields that are blank and editable.

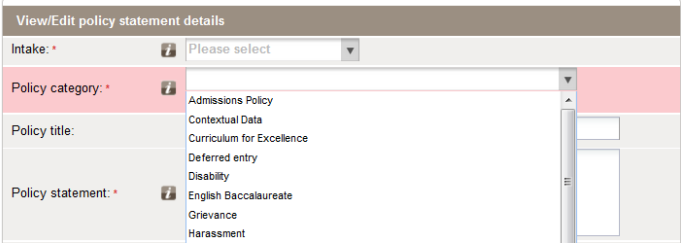
2. Enter the required fields using Table 3-3 for guidance. The fields with a red * asterisk next to them are mandatory and must be filled in for the policy statement record to be created.

The screenshot shows the 'View/Edit policy statement details' form. It includes the following fields:

- Intake:** * (Mandatory) A dropdown menu with 'Please select' as the current selection.
- Policy category:** * (Mandatory) A dropdown menu.
- Policy title:** A text input field.
- Policy statement:** * (Mandatory) A large text area for entering the policy statement.
- Policy statement URL:** A text input field with a 'Test' button next to it.
- Status:** Radio buttons for 'Active' and 'Inactive'.

 At the bottom of the form, there are three buttons: 'Cancel', 'Copy to new intake', and 'Save'.

Table 3-3: Add or edit policy statement fields

Field	Use
Intake	Select the intake with which the policy statement is associated. For example, if the joining date for a course is September 2015, the Intake will be 2015.
Policy category	<p>Select the policy category using the drop-down menu.</p>  <p>There are a number of categories defined in Course Collect and each policy statement must belong to a category.</p>
Policy statement	Copy and paste the policy statement or manually type the content.
Policy statement URL	If required enter the URL of where the policy statement is available on the provider website. You can click the Test button to check the link to the URL is active.
Status	Assign a status (active or inactive) to the policy statement.

3. When you have finished, click **Save**.



*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

3.1.9.2 Edit policy statements

To edit a policy statement:

1. Click on the **Policy statements** navigation button.
2. Click on the statement you want to edit from the list of statements displayed. The screen will expand to display the **View/Edit policy statement details** pane.

The screenshot shows the UCAS Course Collect interface. At the top, there is a navigation bar with tabs: Home, Provider profile (selected), Venues, Programmes & courses, Vacancies, Entry requirements, Fees & financial support, Contacts, and User accounts. A 'Help' icon and 'Mandatory field' indicator are also present.

On the left side, there is a sidebar menu with various options: Provider details, Venue locations description (checked), Compact and network arrangements (checked), Provider credentials (checked), Student union (checked), Marketing (checked), Non financial student support (checked), More information links, **Policy statements** (selected), Application guidance notes, Programme groups, and Student numbers.

The main content area displays a table titled 'Policy statements' with the following columns: Intake year, Policy title, Policy statement category, and Status. The table contains 15 rows of data, including entries for 'Applicants with disabilities' and 'Disability' categories.

Below the table, there is a pagination control showing 'Page 1 of 2' and a dropdown for 'Intake:'. A button 'Add new policy statement' is located below the table.

The 'View/Edit policy statement details' pane is expanded, showing the following fields:

- Intake: 2015
- Policy category: Disability
- Policy title: Applicants with disabilities
- Policy statement: We are committed to fair admission practice and welcome applications from people with disabilities. During the application process the University considers all relevant information about your disability and needs and, where possible, aims to provide relevant support. Information regarding disability has no bearing on the academic assessment of an application. Our Additional
- Policy statement URL: http://www.port.ac.uk/students/additional-support (with a 'Test' button)
- Status: Active (selected) / Inactive

At the bottom of the details pane, there are buttons for 'Cancel', 'Copy to new intake', and 'Save'.

3. Edit the information as required (see Table 3-3 in Section 3.1.9.1 for guidance). However because the policy statement has already been set up, you will not be able to amend the **Intake** and **Policy category**. Only the following fields will be editable: **Policy title**, **Policy statement** and the **Policy statement URL** and **Status**.



You can insert a URL leading to a page on the provider website applicable to the policy) You can also click the **Test** button to check link to the URL is active.

- Once you have finished editing the information click **Save**.

3.1.9.3 Copy and apply an existing statement to a new intake year

To associate a policy statement applicable to the next intake:

- Click on the **Policy statements** navigation button.
- Click on the statement you want to edit from the list of statements displayed. The screen will expand to display the **View/Edit policy statement details** pane.

The screenshot shows the UCAS Course Collect interface. At the top, there is a navigation menu with tabs: Home, **Provider profile**, Venues, Programmes & courses, Vacancies, Entry requirements, Fees & financial support, Contacts, and User accounts. On the left, a sidebar contains various navigation buttons, with **Policy statements** highlighted in red. The main content area is divided into two sections. The top section, titled 'Policy statements', contains a table with the following data:

Intake year	Policy title	Policy statement category	Status
2015	Home/EU fees	Other	Inactive
2014	Home/EU fees	Other	Inactive
2015		Disability	Inactive
2014		Disability	Inactive
2015		Open Days	Inactive
2014		Open Days	Inactive
2014		Interview / Audition policy	Inactive
2015		Progress File	Inactive
2014		Progress File	Inactive
2015		Overseas fees	Inactive
2014		Overseas fees	Inactive
2014		Unit Grades	Inactive
2015		Unit Grades	Inactive
2015		Interview / Audition policy	Inactive

Below the table is a pagination control showing 'Page 1 of 1' and a 'Test' button. Below that is an 'Add new policy statement' button. The bottom section, titled 'View/Edit policy statement details', shows the following form fields:

- Intake: * **2015**
- Policy category: * **Other**
- Policy title:
- Policy statement: *
- Policy statement URL: **Test**
- Status: Active Inactive

At the bottom of the form are three buttons: **Cancel**, **Copy to new intake**, and **Save**.

- Click the **Copy to new intake** button. This will allow you to select the following intake (e.g. 2015) from the drop-down menu.

Student numbers

View/Edit policy statement details	
Intake: *	<input type="text" value="2015"/>
Policy category: *	<input type="text" value="2014"/> <input type="text" value="2015"/>
Policy title:	<input type="text" value="Home/EU fees"/>

4. Click **Save**.

3.1.10 Manage application guidance notes

The **Application guidance notes** section is used to provide students guidance with their application.

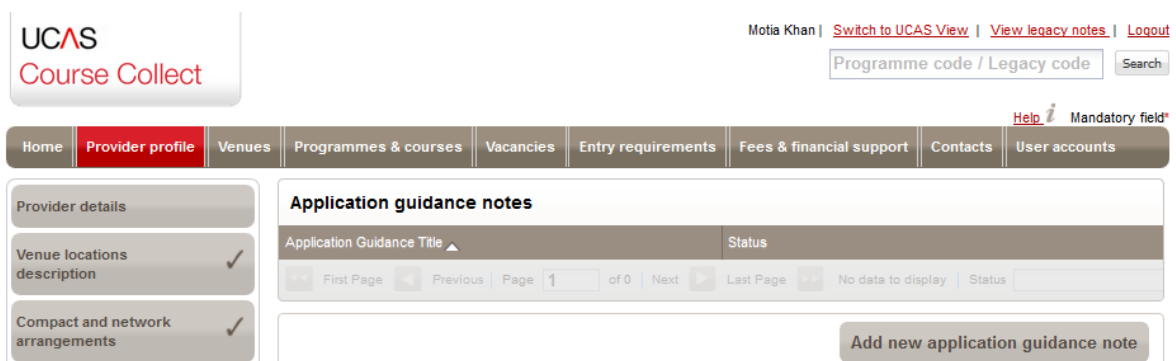
When you click on the **Application guidance notes** navigation button in the **Provider profile** section, you will find listed any guidance notes already added by the provider.

Each note will have a title and status assigned.

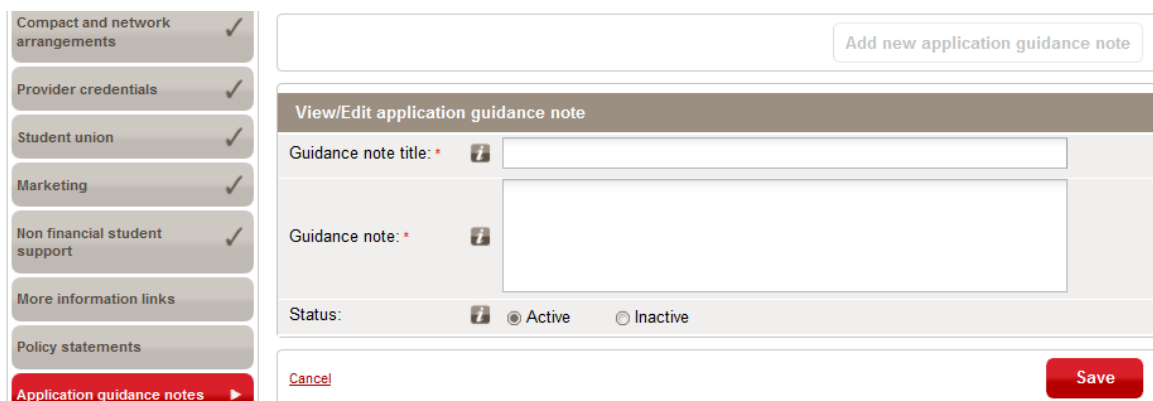
3.1.10.1 Add new application guidance notes

To add a new guidance note:

1. Click on **Application guidance notes** navigation button and then click the **Add new application guidance note** button.



The **View /Edit application guidance note** pane expands to display fields that are blank and editable.



2. Enter the required fields:

- a) Give the guidance note a suitable title in the **Guidance note title** field.

- b) Insert content in the **Guidance note** field by copying and pasting or manually editing the content
 - c) Select a **Status** for the guidance note (**active** or **inactive**).
3. Once you have finished editing the information click **Save**.

The new note will then be displayed with the list of existing guidance notes which can be accessed and edited again by clicking on the note title.



Once a note has been created, it can be attached to any programme on the main programme screen.

3.1.10.2 Edit an application guidance note

To edit a guidance note:

1. Click on **Application guidance notes** navigation button.
2. Click the relevant note from the notes listed. **The View/Edit application guidance note** pane expands to display fields that editable.

3. Edit the required fields. You can do the following:
 - a) Amend the **Guidance note title**.
 - b) Edit the content in the **Guidance note** field
 - c) Change the status of the note (i.e. make it active or inactive)
4. Once you have finished editing the information click **Save**.



*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

3.1.11 Manage Programme groups

The **Programme group** section is used to manage programme groups and assign programmes to groups. Programme groups can be set up for each provider and multiple programmes can be assigned to a programme group.



*The difference between programmes and programme groups in the context of UCAS - a programme is the umbrella record for a subject to be studied, underneath which sits one or more courses. A programme group created in the **Provider profiles** section of Course Collect contains a number of programmes that can then be amended together for certain update functions such as copying entry requirements or fees.*

3.1.11.1 Add a new programme group

To add a new programme group:

1. Click the **Programme groups** navigation button and then click the **Or create new group** button in the **Search and manage programme groups** screen.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, there is a search bar for 'Programme code / Legacy code' and a 'Search' button. Below the search bar is a navigation menu with tabs: Home, **Provider profile**, Venues, Programmes & courses, Vacancies, Entry requirements, Fees & financial support, Contacts, and User accounts. The 'Provider profile' tab is active. On the left side, there is a sidebar with various sections: Provider details, Venue locations description, Compact and network arrangements, Provider credentials, Student union, Marketing, Non financial student support, More information links, Policy statements, Application guidance notes, and **Programme groups** (highlighted with a red arrow). The main content area is titled 'Search and manage programme groups' and contains a search bar, a 'Or create new group' button, and two radio buttons: 'Manage groups' (selected) and 'Assign programmes to groups'. Below these are dropdown menus for 'Group Status' (set to 'Please select') and 'Programme Group'. At the bottom of this section are 'Cancel criteria' and 'Find group details' buttons. Below this is the 'Create / Rename Group Details' section, which has a dark header. It contains three mandatory fields: 'Code' (with an asterisk), 'Title' (with an asterisk and an information icon), and 'Status' (with an asterisk and an information icon). The 'Status' field has two radio buttons: 'Active' (selected) and 'Inactive'. At the bottom of this section are 'Cancel', 'Delete group', and 'Save' buttons.

2. Fill in the blank fields in the **Create / Rename Group Details** section, where all the fields are mandatory:
 - Enter programme code. You can create a code using up to five digits as a unique identifier for the programme group

- Enter a title for the programme group
- Select status (*active or inactive*)

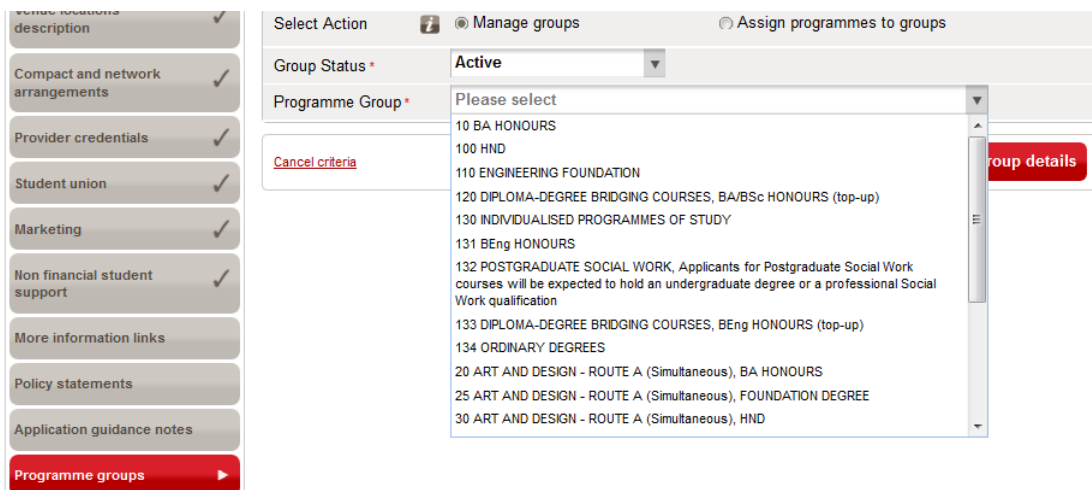
3. When you have finished, click **Save**.

3.1.11.2 Search and amend details of a programme group

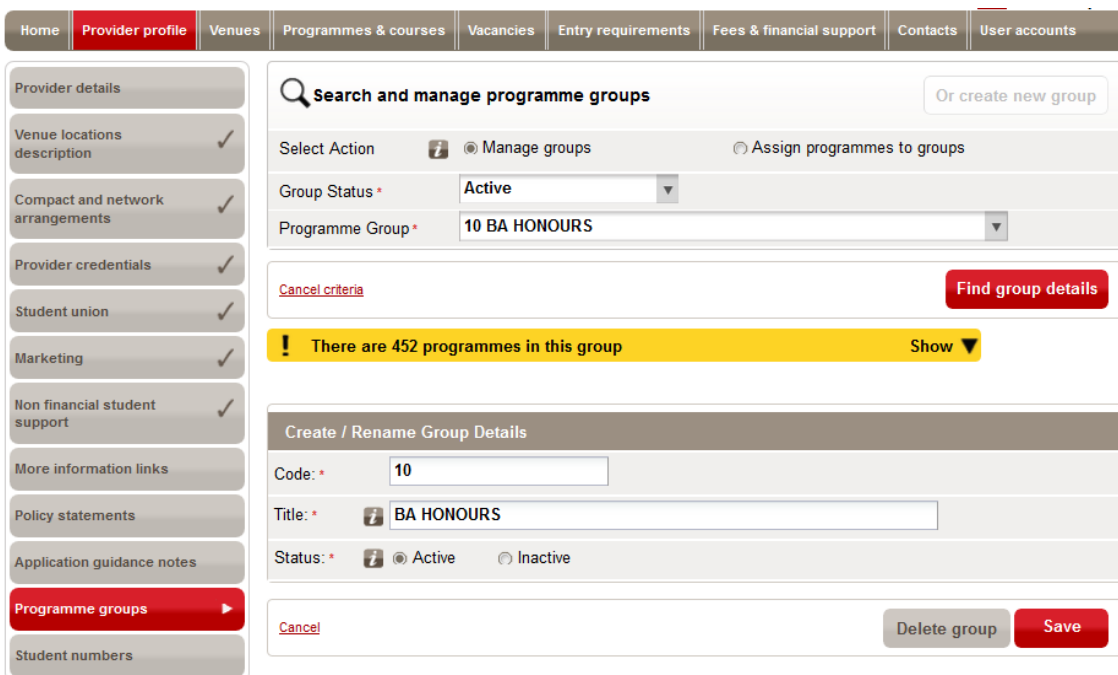
To search and amend details of a programme group:

1. Click the **Programme groups** navigation button.
2. Select **Manage groups** radio button.

3. Select the programme **Group status** (*active or inactive*)
4. Select the **Programme group** using the drop-down menu.



5. Click the **Find group details** button.
6. You will be notified on screen how many programmes there are in the programme group selected (with the status chosen).



You can click the **Show or Hide** icon to display / hide the list of programmes

7. Amend details of the programme group as required. You can change status, amend title and amend programme code.
8. Once you have made your changes click **Save**.



Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.

3.1.11.3 Delete a programme group

To delete a programme group, you must first make sure there are no programmes assigned to it (see 3.1.11.5). Then search for it as per Section 3.1.11.2 and then click the **Delete group** button at the bottom.

The screenshot shows a sidebar on the left with navigation buttons: 'Non financial student support', 'More information links', 'Policy statements', 'Application guidance notes', 'Programme groups' (highlighted in red), and 'Student numbers'. The main form is titled 'Create / Rename Group Details' and contains the following fields: 'Code: *' with the value '10', 'Title: *' with the value 'BA HONOURS', and 'Status: *' with radio buttons for 'Active' (selected) and 'Inactive'. At the bottom of the form, there are three buttons: 'Cancel', 'Delete group' (circled in red), and 'Save'.

3.1.11.4 Search and assign programme to groups

To search and assign programmes to groups:

1. Click the **Programme groups** navigation button.
2. Select **Assign programmes to groups** radio button.

The screenshot shows the 'Search and manage programme groups' interface. At the top, there is a navigation bar with tabs: 'Home', 'Provider profile' (selected), 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. Below the navigation bar is a sidebar with various provider details, and the 'Programme groups' button is highlighted in red. The main content area is titled 'Search and manage programme groups' and includes a search bar and a 'Or create new group' button. Below this, there are radio buttons for 'Manage groups' and 'Assign programmes to groups' (selected). The search criteria include: 'Programme Group *' set to 'All', 'Intake *' set to '2014', 'Programme' with a text input 'e.g. Accounting' and a 'Lookup title' button, and 'Programme code / Application code' with a text input 'e.g. X11-Y22'. At the bottom of the search area, there are 'Cancel criteria' and 'Find programmes' buttons. Below the search area is a table with the following data:

Programme Name ▲	Intake	Programme Group
<input type="checkbox"/> Accounting and Finance	2014	10 - BA HONOURS
<input type="checkbox"/> Accounting and French	2014	10 - BA HONOURS
<input type="checkbox"/> Accounting and German	2014	10 - BA HONOURS
<input type="checkbox"/> Accounting and Spanish	2014	10 - BA HONOURS
<input type="checkbox"/> Acupuncture	2014	70 - BSc HONOURS
<input type="checkbox"/> Adult Nursing	2014	70 - BSc HONOURS

3. Specify your search criteria as follows:

Table 3-4: Programme groups search criteria

Criteria	Options
Programme group	Select Programme group (mandatory) using the drop-down menu.
Intake	Select the intake cycle (mandatory) with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015 .
Programme	You can reduce the number of programmes that are listed by specifying a Programme title. Type any part of the programme name. After you have typed the first four characters, you will be offered a list of programmes from which you can select a specific programme; alternatively, you can search for all programmes that include the text you have typed.
Programme code / Application code	As an alternative to specifying a programme title, you can enter a Programme code or Application code . If you use this option, you must enter a full programme code or application code; the system will only search for programmes that exactly match a particular code.

- Once you have specified your search criteria click **Find programmes**. Your search result will be displayed at the bottom part of the screen and you can now assign programmes to groups.
- From your search result, select the programmes you want to assign to a group by ticking the respective check box and click the **Move selected programmes** button.

Programme Name	Intake	Programme Group
<input checked="" type="checkbox"/> Accounting and Finance	2014	10 - BA HONOURS
<input checked="" type="checkbox"/> Accounting and French	2014	10 - BA HONOURS
<input checked="" type="checkbox"/> Accounting and German	2014	10 - BA HONOURS
<input checked="" type="checkbox"/> Accounting and Spanish	2014	10 - BA HONOURS
<input type="checkbox"/> Animation	2014	10 - BA HONOURS
<input type="checkbox"/> Applied Finance	2014	10 - BA HONOURS
<input type="checkbox"/> Architecture	2014	10 - BA HONOURS
<input type="checkbox"/> Business and English as a Foreign Lanqaue	2014	10 - BA HONOURS

6. In the **Move programmes** section select the *Programme group* you want to move these programmes.

3.1.11.5 Remove programmes from a programme group

1. To remove a programme or selection of programmes from programme group, search for the programmes(s) as per Section 3.1.11.4 (step 1-4).
2. From your search result, select the programmes you want to remove by ticking the respective check box and click the **Remove from group** button.

More information links

Policy statements

Application guidance notes

Programme groups ▶

Student numbers

Programme Name ▲	Intake	Programme Group
<input checked="" type="checkbox"/> Accounting and Finance	2014	10 - BA HONOURS
<input checked="" type="checkbox"/> Accounting and French	2014	10 - BA HONOURS
<input checked="" type="checkbox"/> Accounting and German	2014	10 - BA HONOURS
<input type="checkbox"/> Accounting and Spanish	2014	10 - BA HONOURS
<input type="checkbox"/> Acupuncture	2014	70 - BSc HONOURS
<input type="checkbox"/> Adult Nursing	2014	70 - BSc HONOURS
<input type="checkbox"/> Animation	2014	10 - BA HONOURS
<input type="checkbox"/> Applied Finance	2014	10 - BA HONOURS
<input type="checkbox"/> Applied Social Work	2014	120 - DIPLOMA-DEGREE BRIDGING COURSES, BA/...
<input type="checkbox"/> Applied Social Work (Postgraduate Entry)	2014	132 - POSTGRADUATE SOCIAL WORK, Applicants...
<input type="checkbox"/> Architectural Technology	2014	70 - BSc HONOURS
<input type="checkbox"/> Architecture	2014	10 - BA HONOURS
<input type="checkbox"/> Audio Engineering	2014	70 - BSc HONOURS
<input type="checkbox"/> Audio Technology	2014	70 - BSc HONOURS
<input type="checkbox"/> Audio Technology	2014	100 - HND

◀ First Page |
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[Cancel](#)
Remove from group
Move selected programmes

3.1.12 Edit student numbers

The **Student numbers** section is used to display the number of students that are enrolled at the provider. Student numbers are managed per intake and when you click the **Student number** navigation button, you will see fields for the total number of students for the selected intake and then a breakdown of various other factors, including:

- The total number of students on placement or study period above
- Full-time/sandwich undergraduates
- Total (%) full-time sandwich undergraduates on sandwich courses
- Total (%) full-time/sandwich undergraduates who are mature students
- Total (%) full-time/sandwich undergraduates who are international students
- Male % and female %



A sandwich course is an undergraduate course which includes a placement year in industry

A further breakdown is provided by subject in the **By subject area** section of the screen.

Home	Provider profile	Venues	Programmes & courses	Vacancies	Entry requirements	Fees & financial support	Contacts	User accounts																																																
<div style="display: flex;"> <div style="width: 25%; border: 1px solid #ccc; padding: 5px;"> <p>Provider details</p> <p>Venue locations description ✓</p> <p>Compact and network arrangements ✓</p> <p>Provider credentials ✓</p> <p>Student union ✓</p> <p>Marketing ✓</p> <p>Non financial student support ✓</p> <p>More information links</p> <p>Policy statements</p> <p>Application guidance notes</p> <p>Programme groups</p> <p style="background-color: #c00; color: white; padding: 2px;">Student numbers ▶</p> </div> <div style="width: 75%; padding: 10px;"> <h4>Student numbers</h4> <p>Intake: <input type="text" value="2015"/></p> <h5>By student type</h5> <table border="1"> <tr> <td>Total number of students</td> <td colspan="3"><input type="text" value="29192"/></td> </tr> <tr> <td>Number of students on placement or study period abroad</td> <td colspan="3"><input type="text" value="679"/></td> </tr> <tr> <td></td> <td>Degree</td> <td>HND/HNC/Fd Degree</td> <td>Other</td> </tr> <tr> <td>Total full-time/sandwich undergraduates</td> <td><input type="text" value="15714"/></td> <td><input type="text" value="1347"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>% of Total full-time/sandwich undergraduates on Sandwich Courses</td> <td><input type="text" value="89"/></td> <td><input type="text" value="11"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>% of Total full-time/sandwich undergraduates who are Mature students</td> <td><input type="text" value="43"/></td> <td><input type="text" value="41"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>% of Total full-time/sandwich undergraduates who are International Students</td> <td><input type="text" value="6"/></td> <td><input type="text" value="4"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>% of Male Students / % of Female Students</td> <td><input type="text" value="41"/> <input type="text" value="59"/></td> <td><input type="text" value="41"/> <input type="text" value="59"/></td> <td><input type="text" value="0"/> <input type="text" value="0"/></td> </tr> </table> <h5>By subject area</h5> <table border="1"> <thead> <tr> <th></th> <th>Degree</th> <th>HND/HNC/Fd Degree</th> <th>Other</th> </tr> </thead> <tbody> <tr> <td>Art & Design and Performing Arts</td> <td><input type="text" value="1207"/></td> <td><input type="text" value="142"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Built Environment</td> <td><input type="text" value="821"/></td> <td><input type="text" value="84"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Business and Management</td> <td><input type="text" value="4203"/></td> <td><input type="text" value="780"/></td> <td><input type="text" value="0"/></td> </tr> </tbody> </table> </div> </div>									Total number of students	<input type="text" value="29192"/>			Number of students on placement or study period abroad	<input type="text" value="679"/>				Degree	HND/HNC/Fd Degree	Other	Total full-time/sandwich undergraduates	<input type="text" value="15714"/>	<input type="text" value="1347"/>	<input type="text" value="0"/>	% of Total full-time/sandwich undergraduates on Sandwich Courses	<input type="text" value="89"/>	<input type="text" value="11"/>	<input type="text" value="0"/>	% of Total full-time/sandwich undergraduates who are Mature students	<input type="text" value="43"/>	<input type="text" value="41"/>	<input type="text" value="0"/>	% of Total full-time/sandwich undergraduates who are International Students	<input type="text" value="6"/>	<input type="text" value="4"/>	<input type="text" value="0"/>	% of Male Students / % of Female Students	<input type="text" value="41"/> <input type="text" value="59"/>	<input type="text" value="41"/> <input type="text" value="59"/>	<input type="text" value="0"/> <input type="text" value="0"/>		Degree	HND/HNC/Fd Degree	Other	Art & Design and Performing Arts	<input type="text" value="1207"/>	<input type="text" value="142"/>	<input type="text" value="0"/>	Built Environment	<input type="text" value="821"/>	<input type="text" value="84"/>	<input type="text" value="0"/>	Business and Management	<input type="text" value="4203"/>	<input type="text" value="780"/>	<input type="text" value="0"/>
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	Degree	HND/HNC/Fd Degree	Other																																																					
Total full-time/sandwich undergraduates	<input type="text" value="15714"/>	<input type="text" value="1347"/>	<input type="text" value="0"/>																																																					
% of Total full-time/sandwich undergraduates on Sandwich Courses	<input type="text" value="89"/>	<input type="text" value="11"/>	<input type="text" value="0"/>																																																					
% of Total full-time/sandwich undergraduates who are Mature students	<input type="text" value="43"/>	<input type="text" value="41"/>	<input type="text" value="0"/>																																																					
% of Total full-time/sandwich undergraduates who are International Students	<input type="text" value="6"/>	<input type="text" value="4"/>	<input type="text" value="0"/>																																																					
% of Male Students / % of Female Students	<input type="text" value="41"/> <input type="text" value="59"/>	<input type="text" value="41"/> <input type="text" value="59"/>	<input type="text" value="0"/> <input type="text" value="0"/>																																																					
	Degree	HND/HNC/Fd Degree	Other																																																					
Art & Design and Performing Arts	<input type="text" value="1207"/>	<input type="text" value="142"/>	<input type="text" value="0"/>																																																					
Built Environment	<input type="text" value="821"/>	<input type="text" value="84"/>	<input type="text" value="0"/>																																																					
Business and Management	<input type="text" value="4203"/>	<input type="text" value="780"/>	<input type="text" value="0"/>																																																					

All the fields are editable and therefore to edit a number, simply click on it and edit it and click **Save**.



The **total number of students** relates to the total number of students at the provider as a whole, and should be entered in numeric form. If a field stipulates a % then a % rather than a total number needs to be entered.

3.1.13 Adding and updating audition modes



This section applies to CUKAS providers only.

3.1.13.1 Add information on audition modes

To add information on audition modes:

1. Click the **Audition structure** navigation button. Any audition locations already set up for the selected intake will be displayed in the results table.

Audition Modes

Intake year *

Find audition modes

Description ▲	Attendance required	Status
Birmingham Conservatoire	Yes	Active
By Recording (EU applicants outside the UK only)	No	Active
China (Hong Kong) Performers only /local fee	Yes	Active
China (Mainland) Performers only /local fee	Yes	Active
Malaysia (Kuala Lumpur) Performers only /local fee	Yes	Active
Singapore Performers only /local fee	Yes	Active
Taiwan (Taipei) Performers only /local fee	Yes	Active

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Add audition mode

2. Click the **Add audition mode** button. The blank form will then appear below the results.
3. Complete all the required fields.
4. Once you have completed the fields click **Save**. You will see the green confirmation message at the top of the screen.

3.1.13.2 Edit information on audition mode

To edit information on audition mode:

1. Click the **Audition structure** section within the **Provider profile** section. Any audition locations already set up for the selected intake will be displayed in the results table.

- Compact and network arrangements ✓
- Provider credentials ✓
- Student union ✓
- Marketing ✓
- Non financial student support ✓
- More information links
- Policy statements
- Application guidance notes
- Programme groups
- Student numbers
- Audition structure ▶
- Instruments

Audition Modes

Intake year *

Find audition modes

Description ▲	Attendance required	Status
Birmingham Conservatoire	Yes	Active
By Recording (EU applicants outside the UK only)	No	Active
China (Hong Kong) Performers only /local fee	Yes	Active
China (Mainland) Performers only /local fee	Yes	Active
Malaysia (Kuala Lumpur) Performers only /local fee	Yes	Active
Singapore Performers only /local fee	Yes	Active
Taiwan (Taipei) Performers only /local fee	Yes	Active

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Add audition mode

2. Click on the required location which will make the fields editable.

- Marketing ✓
- Non financial student support ✓
- More information links
- Policy statements
- Application guidance notes
- Programme groups
- Student numbers
- Audition structure ▶
- Instruments

Description ▲	Attendance required	Status
Birmingham Conservatoire	Yes	Active
By Recording (EU applicants outside the UK only)	No	Active
China (Hong Kong) Performers only /local fee	Yes	Active
China (Mainland) Performers only /local fee	Yes	Active
Malaysia (Kuala Lumpur) Performers only /local fee	Yes	Active
Singapore Performers only /local fee	Yes	Active
Taiwan (Taipei) Performers only /local fee	Yes	Active

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Add audition mode

View / Edit audition mode

Description *

Attendance required * Yes No

Status * Active Inactive

Cancel
Delete
Save

3. Make changes as required.

4. Once you have made your changes click **Save**. You will see the green confirmation message at the top of the screen when your updates have been successfully saved.

3.1.14 Adding and updating instruments



This section applies to CUKAS providers only.

3.1.14.1 Assign instruments to programmes

You must first compile your provider-level instrument list for each intake, before you can assign specific instruments to programmes.

To do this:

1. Click the **Instruments** navigation button.
2. Select the **Intake year** and then click **Find instrument list**.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, there is a user profile 'Motia Khan' with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. Below this is a search bar for 'Programme code / Legacy code'. A navigation bar contains several tabs: Home, Provider profile (active), Venues, Programmes & courses, Vacancies, Entry requirements, Fees & financial support, Contacts, and User accounts. On the left side, there is a vertical menu with various options, with 'Instruments' highlighted in red. The main content area is titled 'Maintain instrument list' and contains a form with a label 'Intake year *' and a dropdown menu currently showing 'Please select'. A red button labeled 'Find instrument list' is positioned to the right of the dropdown.

Any existing instrument list will appear below the search function. Instruments in the central list (in the left pane) can be filtered by **Instrument category**, for example “Keyboard” or “Brass”.

3. Add remove instruments as required:

- To add an instrument to the provider list, highlight the instrument in the left pane, click **Add >** in the centre, and the instrument will move to the right pane.
- To remove an instrument from the provider list, highlight the instrument in the right pane, click **< Remove**, and the instrument will move to the left pane.



You can also use the **Add All >** and **< Remove All** functions.

4. When your list is complete, click **Save**. A green confirmation message will appear at the top of the screen once your updates have been successfully saved.

3.2 Venues

The **Venues** section of Course Collect is used to add and maintain details of provider venues as well as add and maintain information on open days. When you click on the **Venues** section, you will see three sections within it:

- Manage Venues
- Copy Forms
- Open Days

UCAS Course Collect

Motia Khan | [Switch to UCAS View](#) | [View legacy notes](#) | [Logout](#)

Programme code / Legacy code

Home | Provider profile | **Venues** | Programmes & courses | Vacancies | Entry requirements | Fees & financial support | Contacts | [Help](#) ⁱ Mandatory field*

Manage Venues
Copy Forms
Open Days

Manage an existing venue

Application Venue Code	Venue Code	Venue Name
-	-	City Campus
A	A	Headingley Campus
B	B	Bradford College
D	D	Dewsbury College
E	E	Selby College
F	F	Hartlepool Sixth Form College
G	G	Grimsby Institute of Further & Higher Educa...
H	H	Headingley Campus
I	I	Craven College
K	K	Leeds College of Technology
P	P	Park Lane College
S	S	Yorkshire Coast College, Scarborough
T	T	Thomas Danby College
W	W	Wakefield College

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Key ★ Primary venue

Each provider participating in the UCAS scheme can add and maintain multiple venues and each venue needs to be given a name and associated with a **Venue Code** and an **Application Venue Code**.



The Application Venue Code is used for the UCAS application system. A Venue Code required for referencing purposes throughout Course Collect.

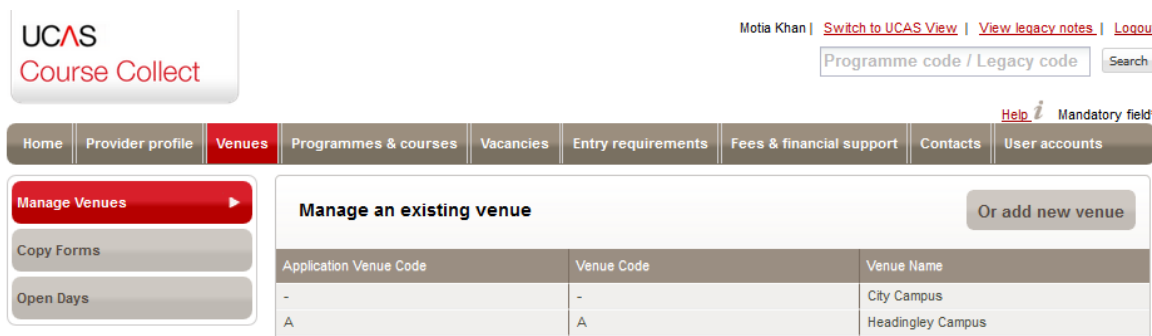


CUKAS providers are only permitted to have a single venue, which will have been added as part of the provider set up procedure. No further venues can be added to CUKAS providers.

3.2.1 Add a venue

To add a new venue:

1. Click on the **Manage Venues** navigation button and then click the **Or add new venue** button.



2. Complete the fields in the **Add main venue and address** screen using Table 3-5:

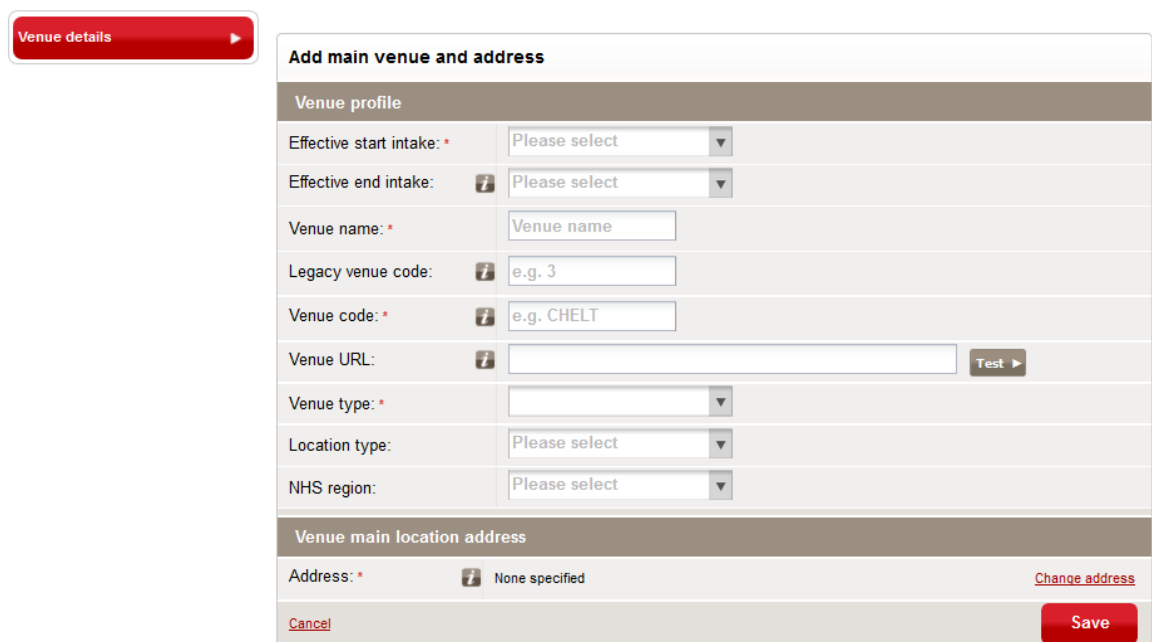


Table 3-5: Add / edit venue fields

Field	Use
Effective start intake	Select the intake the venue is to be associated with. For example if the joining date for the courses the venue is to offer is September 2015, the intake will be 2015.
Effective end intake	Select the intake ending year if the venue is no longer to be in

	use by the provider after the selected date. This field can be left blank.
Venue name	This is the name the venue is to be known by. This name will be used throughout Course Collect to identify the venue
Legacy venue code	This is also referred to as the Application Venue Code and is used for the application process. This cannot be changed once it has been set up.
Venue code	Enter a venue code of up to five characters. This cannot be changed once it has been set up.
Venue URL	Enter the website address of the venue if applicable
Venue type	Select the venue type using the drop-down menu.
Location type	Select the location type using the drop-down menu.
NHS region	Select the NHS region using the drop-down menu.

3. When you have finished click **Save**.

3.2.2 Manage venue profile details

3.2.2.1 Edit main venue and address details

To edit general information of a venue (i.e. the information you enter when adding a venue):

1. Select the **Manage Venues** navigation button and click on the relevant venue.

Application Venue Code	Venue Code	Venue Name
-	-	City Campus
A	A	Headingley Campus
B	B	Bradford College
D	D	Dewsbury College

You should now see the venue details and five sub-sections on the left (**Venue details**, **Student life**, **Societies**, **Marketing information**, **Disability access**).

Main venue and address

Venue profile

Effective start intake: * 2014

Effective end intake: Please select

Venue name: * Headingley Campus

Legacy venue code: A

Venue code: * A

Venue URL: http://www.leedsmet.ac.uk **Test**

Venue type: * Campus

Location type: Urban

NHS region: North/York

Venue main location address

Address: * City Campus
LEEDS
LS1 3HE [Change address](#)

[Cancel](#) **Mark Primary Venue** **Save**

2. Ensure you are on the **Venue details** section and edit the information as required. You can refer to Table 3-5 in Section 3.2.1 for guidance.



Note that if, at any point, you click on the **Cancel** button on the bottom left corner of the screen, all changes will be lost.

3.2.2.1.1 Change address

To change the address of a venue:

1. Click the **Change address** option in the **Venue main location address** section.

The screenshot shows the UCAS Course Collect interface. At the top, there's a navigation bar with 'Home', 'Provider profile', 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. The 'Venues' section is active. On the left, a sidebar titled 'Venue details' has a red arrow pointing to 'Venue details' and other options like 'Student life', 'Societies', 'Marketing information', and 'Disability access'. The main content area is titled 'Main venue and address' and contains several form fields: 'Effective start intake' (2014), 'Effective end intake' (Please select), 'Venue name' (Headingley Campus), 'Legacy venue code' (A), 'Venue code' (A), 'Venue URL' (http://www.leedsmet.ac.uk), 'Venue type' (Campus), 'Location type' (Urban), and 'NHS region' (North/York). Below these is the 'Venue main location address' section, which displays a list of addresses for 'City Campus, LEEDS, LS1 3HE, United Kingdom'. A red circle highlights the 'Change address' link next to the first address. At the bottom, there are buttons for 'Cancel', 'Mark Primary Venue', and 'Save'.

2. From the addresses listed, select the address you want to change to or click **Add address** to add a new address (you will navigate to the **Main venue and address** screen with the address fields now editable).

This is a close-up of the 'Venue main location address' section. It shows a table with a list of addresses: 'City Campus, LEEDS, LS1 3HE, United Kingdom', 'Course Enquiries Office, City Campus, Leeds, LS1 3HE, United Kingdom', 'Great Horton Road, Bradford, BD7 1AY, United Kingdom', 'Halifax Road, Dewsbury, West Yorkshire, WF13 2AS, United Kingdom', and 'Abbots Road, SELBY, YO8 8AT, United Kingdom'. To the right of the list is a red link labeled 'Add address'.

3. If you are adding a new address, complete the required fields:

- UCAS region
- Country
- Postcode

4. When you have finished click **Save**.

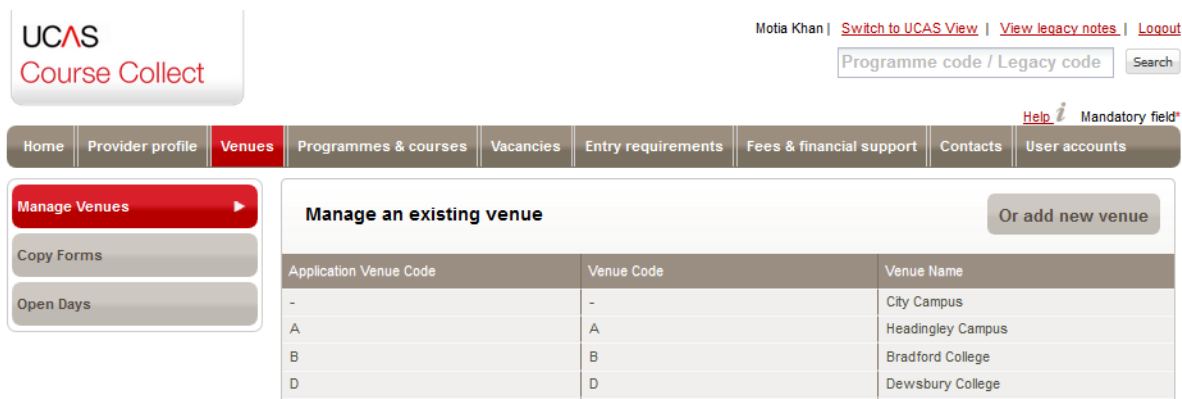
3.2.2.1.2 Mark venue as primary

To mark the venue as the primary venue, click the **Mark Primary Venue** button at the bottom of the **Venue details** section and click **Save**.

3.2.2.2 Add / edit student life details

To edit or add information on student life at the selected venue:

1. Select the **Manage Venues** navigation button and click on the relevant venues listed.



You should now see the venue details and five sub-sections, each with a navigation button on the left (**Venue details**, **Student life**, **Societies**, **Marketing information**, **Disability access**).

2. Click the **Student life** navigation button. Any information already added should be at the top of the screen.

3. To edit existing content, click the **Edit content** button which will make existing content editable.
4. Edit the content as required or enter new information and click **Save** and you will see the green confirmation message to say that the *Profile item has been saved*.
5. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:

- Submit the content for approval by an Administrator by clicking **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Notes for the approver can also be inserted in the **Approver notes** field. Editors cannot publish content without it being approved by an Administrator.
- Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
- Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.
- Click the **Delete draft** button to delete the content.



For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.

3.2.2.3 Add / edit societies information

To edit or add information on student life at a venue:

1. Select the **Manage Venues** navigation button and click on the relevant venue from the list.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, the user 'Motia Khan' is logged in, with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. Below this is a search bar for 'Programme code / Legacy code'. A navigation menu includes 'Home', 'Provider profile', 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. The 'Venues' section is active, showing a sidebar with 'Manage Venues', 'Copy Forms', and 'Open Days'. The main content area is titled 'Manage an existing venue' and includes a table of venues and a button to 'Or add new venue'.

Application Venue Code	Venue Code	Venue Name
-	-	City Campus
A	A	Headingley Campus

You should now see the venue details and five sub-sections each with a navigation button on the left (**Venue details, Student life, Societies, Marketing information, Disability access**).

2. Click on the **Societies** navigation button. Any information already added should be at the top of the screen.

3. Click the **Edit content** button which will make existing content editable.
4. Edit the content as required or type new information and click **Save** and you will see the green confirmation message to say that the *Profile item has been saved*.
5. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Notes for the approver can also be inserted in the **Approver notes** field. Editors cannot publish content without it being approved by an Administrator.

- Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
- Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.
- Click the **Delete draft** button to delete the content.



For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.

3.2.2.4 Add / edit marketing information

To edit or add marketing information to market the selected venue:

1. Select the **Manage Venues** navigation button and click on the relevant venues to load the venue details.

You should now see the venue details and five sub-sections, each with a navigation button on the left (**Venue details, Student life, Societies, Marketing information, Disability access**).

2. Click on the **Marketing information** navigation button. Any information already added should be at the top part of the screen.

The screenshot displays the 'Marketing' section of the Course Collect interface. On the left, a sidebar contains five menu items: 'Venue details', 'Student life', 'Societies', 'Marketing information' (which is highlighted in red and has a right-pointing arrow), and 'Disability access'. The main content area is titled 'Marketing' and shows a message: 'There is no profile for this subject'. Below this message is an 'Edit content' button. To the right of the content area is a 'Draft' status indicator with a pencil icon. A large, empty text box is provided for entering content. Below the text box is an 'Approver notes' field. At the bottom of the page, there is a row of buttons: 'Cancel', 'Delete draft', 'Reject update', 'Approve update', 'Submit for approval', and 'Save'.

3. To edit existing content, click the **Edit content** button which will make existing content editable.
4. Edit the content as required or type new information and click **Save** and you will see the green confirmation message to say that the *Profile item has been saved*.
5. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Notes for the approver can also be inserted in the **Approver notes** field. Editors cannot publish content without it being approved by an Administrator.
 - Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
 - Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.
 - Click the **Delete draft** button to delete the content.



For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.

3.2.2.5 Add / edit disability access information

To edit or add information on disability access at a venue:

1. Select the **Manage Venues** navigation button and click on the relevant venues.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, the user 'Motia Khan' is logged in, with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. Below this is a search bar for 'Programme code / Legacy code'. A navigation menu includes 'Home', 'Provider profile', 'Venues' (highlighted), 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. On the left sidebar, 'Manage Venues' is selected, with other options like 'Copy Forms' and 'Open Days'. The main content area is titled 'Manage an existing venue' and contains a table with the following data:

Application Venue Code	Venue Code	Venue Name
-	-	City Campus
A	A	Headingley Campus
B	B	Bradford College

You should now see the venue details and five sub-sections, each with a navigation button on the left (**Venue details**, **Student life**, **Societies**, **Marketing information**, **Disability access**).

The screenshot shows the 'Main venue and address' page for a selected venue. The left sidebar now has 'Venue details' selected, with other options like 'Student life', 'Societies', 'Marketing information', and 'Disability access'. The main content area is titled 'Main venue and address' and contains a 'Venue profile' section with the following details:

- Effective start intake: * 2014
- Effective end intake: Please select
- Venue name: * Headingley Campus
- Legacy venue code: A

2. Click on the **Disability access** navigation button. Any information already added should be at the top part of the screen.

UCAS Course Collect

Motia Khan | [Switch to UCAS View](#) | [View legacy notes](#) | [Logout](#)

Programme code / Legacy code

[Home](#) | [Provider profile](#) | **Venues** | [Programmes & courses](#) | [Vacancies](#) | [Entry requirements](#) | [Fees & financial support](#) | [Contacts](#) | [User accounts](#)

[Venue details](#)

[Student life](#)

[Societies](#)

[Marketing information](#)

Disability access

Disability access

There is no profile for this subject

Approver notes:

3. To edit existing content, click the **Edit content** button which will make existing content editable.
4. Edit the content as required or type new information and click **Save** and you will see the green confirmation message to say that the *Profile item has been saved*.
5. When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking **Submit for approval** button and you will get confirmation that the content has been submitted for approval. Notes for the approver can also be inserted in the **Approver notes** field. Editors cannot publish content without it being approved by an Administrator.
 - Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
 - Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.

- Click the **Delete draft** button to delete the content.



*For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.*

3.2.3 Copy forms

Copy forms, also called digital copy forms, are details of student applications to programmes. In Course Collect users can specify whether copy forms for a programme are required or not. Providers can sort copy forms into batches according to **Faculty code**. From September 2014, copy forms will only be available to download as PDF files. These PDF files cannot be backdated if a copy form preference is changed from **No** to **Yes**.

3.2.3.1 Set copy form group codes

To set copy form group codes:

1. Search for the required programmes by specifying your search criteria, or just select the intake to select all programmes in an intake.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, it says 'Motia Khan | Switch to UCAS View | View legacy notes | Logout' and a search box for 'Programme code / Legacy code'. Below this is a navigation bar with tabs: Home, Provider profile, Venues (selected), Programmes & courses, Vacancies, Entry requirements, Fees & financial support, Contacts, and User accounts. On the left side, there are buttons for 'Manage Venues', 'Copy Forms' (highlighted in red), and 'Open Days'. The main content area is titled 'Copy forms group code' and contains the following search criteria:

- Intake *: 2014
- Programme: Accounting and Finance (with a 'Lookup title' button)
- Programme code / Application code: S22-J94
- Venue: All
- Faculty code: All

At the bottom of the search form, there is a 'Cancel criteria' link and a 'Find programmes' button.

Table 3-6: Copy form codes search criteria

Criteria	Options
Intake	Select the intake cycle with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015 .
Programme	You can reduce the number of programmes that are listed by specifying a Programme title. Type any part of the programme name and click the Lookup title button, you will be offered a list of programmes from which you can select a specific programme; alternatively, you can search for all programmes that include the text you have typed.
Programme code /	As an alternative to specifying a programme title, you can enter a Programme code or Application code . If you use this

Application code	option, you must enter a full Programme code or Application code; the system will only search for programmes that exactly match a particular code.
Venue	If applicable, select the provider venue(s) that you want to update the vacancy status of by highlighting the venues listed on the left and clicking the Add button. To remove a venue, highlight it from the list on the right and click the Remove button
Faculty code	Select a Faculty code using the drop-down menu.

- Once you have specified your search criteria click the **Find programmes** button. Your search result will be listed on the bottom part of the screen.
- From your search result select the relevant programme or programmes by ticking the respective check box / boxes. Once a selection has been made, the **Set faculty codes** and **Set copy form preference** buttons become active.
- Click the **Set copy form group codes** button.

The screenshot shows the 'Venues' tab in the Course Collect interface. On the left, there are buttons for 'Manage Venues', 'Copy Forms', and 'Open Days'. The main area is titled 'Copy forms group code' and contains several input fields: 'Intake' (set to 2015), 'Programme' (Accounting and Finance), 'Programme code / Application code' (e.g. X11-Y22), 'Venue' (All), and 'Faculty code' (All). There are 'Cancel criteria' and 'Find programmes' buttons. Below this is a table with one row of results:

	Programme title	Programme code	Appl. code	Intake	Venue	Faculty code	Copy form
<input checked="" type="checkbox"/>	Accounting an...	G72-H26	N490	2015	Main Site	4	Yes

At the bottom of the results area, there are buttons for 'Select all on this page', 'Select all', 'Set copy form group codes', and 'Set copy form preference'.

- Enter the faculty code in the **Assign faculty codes** section and click the **Apply changes** button.



It is the responsibility of each provider to know what each faculty code relates to, as this information is not held in Course Collect or any other UCAS system.

Programme title	Programme code	Appl. code	Intake ▲	Venue	Faculty code	Copy form
<input checked="" type="checkbox"/> Accounting a...	S22-J94	N420	2014	City Campus	A	No

Page of 1

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Assign faculty codes

Faculty code

[Cancel](#)

3.2.3.2 Set copy form preference

To set copy form preference:

1. Search for programmes as per Section 3.2.3.1 step 1-2.
2. From your search result select the relevant programme or programmes by ticking the respective check box / boxes. Once a selection has been made, the **Set faculty codes** and **Set copy form preference** buttons become active.
3. Click the **Set copy form preference** button

Copy Forms

Open Days

Programme

Programme code / Application code

Venue

Faculty code

[Cancel criteria](#)

Programme title	Programme code	Appl. code	Intake ▲	Venue	Faculty code	Copy form
<input checked="" type="checkbox"/> Accounting a...	S22-J94	N420	2014	City Campus	A	No

Page of 1

Displaying 1 - 1 of 1

4. Select **Yes** or **No** in the **Set copy form preference** section and click **Apply changes**.

	Programme title	Programme code	Appl. code	Intake ▲	Venue	Faculty code	Copy form
<input checked="" type="checkbox"/>	Accounting a...	S22-J94	N420	2014	City Campus	A	No

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Set copy form preference

Copy form required Yes No

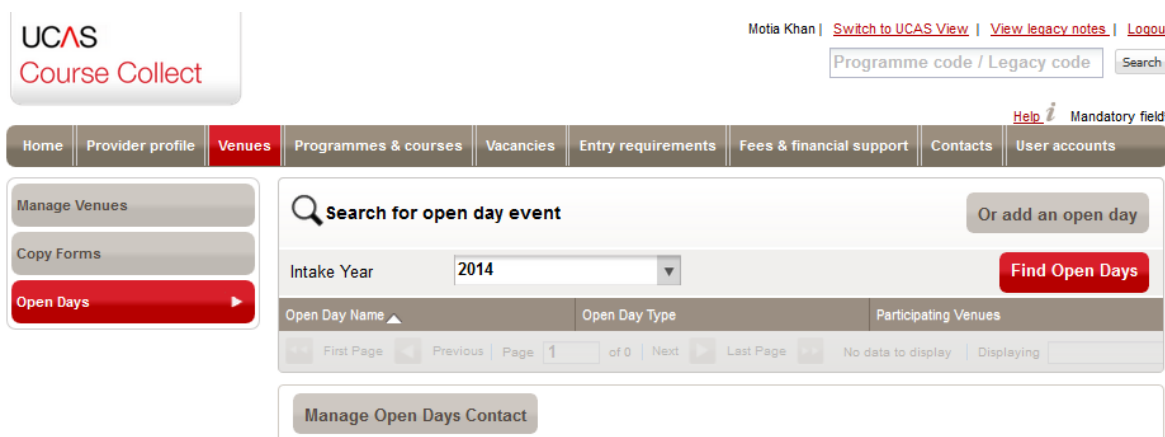
[Cancel](#)

3.2.4 Open days

3.2.4.1 Search and view open day details

To search for an open day:

1. Click the **Open Days** navigation button within the **Venues** section.
2. Select the intake with which the open day is associated. For example, if the joining date for a programme is September 2015, the **Intake** will be **2015**.

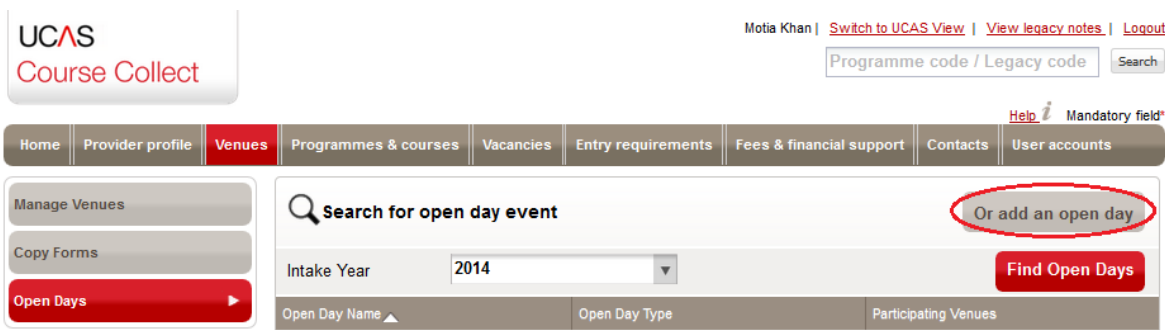


3. Click the **Find Open Days** button and your search results will be listed at the bottom of the screen and you can view details by of an open day by clicking on it.

3.2.4.2 Add an open day

To add an open day:

1. Click the **Open Days** navigation button within the **Venues** section and click the **Or add an open day** button.



2. In the **Add Open Day** screen, fill in all mandatory fields indicated by the (*) and the required optional fields. You can update the open day information according to the following specifics in Table 3-7.

Home
Provider profile
Venues
Programmes & courses
Vacancies
Entry requirements
Fees & financial support
Contacts
User accounts

Manage Venues

Copy Forms

Open Days

Open Day Details ▶

Add Open Day

Intake Year: *

Open Day Type: *

Open Day Event Name: *

Open Day Details:

Booking Details:

Further Information URL Test ▶

Audience Category

Parents

Postgraduate

Those holding offers

Undergraduate

Add ▶

◀ Remove

Withdraw from future use * Active Inactive

Open Day Dates

There are no Open Days New Date

Open Day Date


Further Information

Cancel Add Open Day Date

Cancel
Save

Table 3-7: Add open day specifics

Specific	Options
Intake	Select the intake cycle with which the open day is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015 .
Open Day Type	Select the type of open day it is: Open day / Open evening / Taster course / Tour.
Open Day Event Name	Give the open day event a name.
Open Day Details	Enter details of the open day such as time, agenda, whether multiple campuses will be visited as part of a single open day etc.
Booking Details	Enter information on how students can book to attend the open day, for example complete online form or email booking

	form.
Further Information URL	Insert a link to an online booking form or a web page with further open day info on the provider’s website.
Audience Category	Select the audience the open day is targeted at using either of the Add or Remove arrows: Parents, Postgraduate, Those holding offers or Undergraduate.
Withdraw from future use	If Withdraw from future use is ‘Active’ this will mean this open day event will not be duplicated in the following year. If ‘Inactive’ the open day record will be copied to the following intake year.
Open Day Dates	Specify the open day dates. You can add multiple dates by selecting the New date button and then using the calendar to choose the date and then add it by clicking the Add Open Day Date button. 
Further Information	Any other information relevant to the open day should be entered here.

Once you have finished click **Save**. A message will appear on screen to confirm the open day has been successfully added. You must now assign the open day to one or more venues.



*Note that if, at any point, you click on the **Cancel** button in the bottom left corner of the screen, all changes will be lost.*

3.2.4.2.1 Associate open days to venue

It is assumed that an open day is to be held separately at each venue and therefore you must assign the open day to each venue individually. If a visitor will be travelling between venues for a single open day, this should be clearly indicated in the **Open day details** section. Once the venues have been associated a green message will appear ‘Associated venues have been updated’. The open day is now live for publication.

3.2.4.3 Edit details of an open day

To edit the details of an open day:

1. Search for the details of the open day as per Section 3.2.4.1.
2. Edit the information as required. You can refer to Table 3-7 in Section 3.2.4.2 for guidance.
3. When you have finished making changes click **Save**.

3.2.4.4 Manage open day contacts

You can add/amend details of open day contacts by clicking on the **Manage Open Days Contact** button on the **Open Days** page.

This leads you to the **Contacts** section of Course Collect, where you can search for contacts by purpose and amend details or add new contacts for different purpose including for open days.



For instructions on contact management, see **Course Collect user manual - Section 8**.

4. Programmes & courses

The **Programmes & courses** screen allows you to specify the details of your programmes and courses.

It is important to make the distinction between programmes, courses, subject options and stages:

- A **programme** is a period of study leading to a qualification, such as a degree in a particular subject.
- A **course** is an instance of a programme, with one course or more per programme with each one having differences in method of delivery and/or duration and/or venue. Providers may create 'one programme/one course' or 'one programme/multiple courses' depending on their own internal management system requirements.
- A **subject option** is a variant of the course.
- Each programme or course must have at least one **stage** and may have a number of these. These are the **entry points** for a programme or course.

For example, a programme may have two courses leading to a BA (Hons) with one delivered at campus A and the other delivered at campus B. Alternatively, a programme may have three courses if students can exit the programme at various points with a qualification; for example; one course could lead to a CertHE after the first year of study, one to a DipHE after two years of study and the third to a BSc (Hons) after completing all three years of study, all delivered at the same location.



Every programme must have at least one course and every programme and course must have at least one stage.

The **Programmes & courses** screen includes a number of navigation options, leading to screens where you can enter details of programmes, courses and stages or navigate to other parts of Course Collect.

Home | Provider profile | Venues | **Programmes & courses** | Vacancies | Entry requirements | Fees & financial support | Contacts | User accounts

Search and manage programmes & courses New programme

Programmes | Courses

Provider Application code / Provider Reference code: AC835

Provider name: Leeds Metropolitan University

Intake*: All 2014 2015

Programme: e.g. Accounting

Programme code / Application code: e.g. X11-Y22

Programme approval status: Please select

Include discontinued programmes: Yes No

[Cancel criteria](#) Search

The intended purpose in this section of Course Collect depends on whether you select the **Programmes** or **Courses** tab from the initial search screen:

- Selecting **Programmes** takes you to the **Edit programme of study** screen (Section 4.1).
- Selecting **Courses** takes you to the **Edit course details** screen (Section 4.2).

Each option leads to a number of screens associated with different functions, as summarised in Table 4-1 below.

Table 4-1: Programmes and courses section and screens


Section / Tab / Screen	Core function	Instructions
Programmes tab	View, edit or add programmes and courses.	Section 4.1
Programme details button (Edit programme of study screen)	Search and view, edit or add programmes and courses.	Section 4.1.1 and Section 4.1.2
Copy programme screen	Copy programme details to another programme.	Section 4.1.3
Add programme screen	Create a programme.	Section 4.1.4
Manage programme stages button (Manage programme structure screen)	Select programme stage or add a stage.	Section 4.1.5

Manage programme stages button (Add/Edit course stages sub-screen)	Add stages for programmes.	Section 4.1.5.3
Manage subject options button (Manage programme subject options screen)	Add or edit subject options.	Section 4.1.6
Manage courses	Search and manage courses.	Section 4.1.7
Manage profiles button (Programme profile screen)	Maintain course profile.	Section 4.1.8
Programme key fields button (Key Field Updates screen)	View changes awaiting UCAS approval.	Section 4.1.9
Courses tab	View, edit, add or manage courses.	Section 4.2
Manage courses button (Manage courses screen)	Select course.	Section 4.2.1
Course details button (Edit course details screen)	View, edit or add stages.	Section 4.2.2
Course stages button (Maintain course stages screen)	Select course stage or add a stage.	Section 4.2.3
Course stages button (Add/Edit course stages sub-screen)	View, add stages for courses.	Section 4.2.3.1 – 4.2.3.2
View course joining dates button (View course joining dates screen)	View, edit, add or delete course joining dates.	Section 4.2.2.3
View Admissions tests button (View Admissions tests screen)	View or edit admissions tests.	Section 4.2.3.4
View entry requirements button (Course Entry Requirements screen)	View or edit academic and non-academic requirements.	Section 4.2.3.5
View fees and support button (View course fees and financial support screen)	View details of fees associated with a course.	Section 4.2.3.6



Each section / screen is accessed via the relevant navigation button usually on the left of the screen.



Where available, the help icon  next to the fields can be clicked for further information.

4.1 Manage programmes

The **Programmes & courses** screen displays the criteria you can specify to choose a programme, add / edit details, add a new programme or copy a programme. All programmes for your provider are initially listed at the bottom of the screen.

Motia Khan | [Switch to UCAS View](#) | [View legacy notes](#) | [Logout](#)

Home
Provider profile
Venues
Programmes & courses
Vacancies
Entry requirements
Fees & financial support
Contacts
User accounts

Search and manage programmes & courses

Programmes

Courses

Provider Application code / Provider Reference code ?

Provider name

Intake * ? All 2014 2015

Programme ?

Programme code / Application code ?

Programme approval status

Include discontinued programmes Yes No

[Cancel criteria](#)

Programme	Qual	Prog-code	App-code	Prog-status	Approval status	Intake
Accounting and Finance	BA (Hons)	S22-J94	N420	RUNNING	UCASAPPROVED	2015
Acupuncture	BSc (Hons)	J07-C18	B343	RUNNING	UCASAPPROVED	2015
Adult Nursing	BSc (Hons)	U01-B54	B741	RUNNING	UCASAPPROVED	2015
Animation	BA (Hons)	D59-A89	W615	RUNNING	UCASAPPROVED	2015
Architectural Technology	BSc (Hons)	M17-Q13	K130	RUNNING	UCASAPPROVED	2015
Architecture	BA (Hons)	D80-T33	K100	RUNNING	UCASAPPROVED	2015
Audio Engineering	BSc (Hons)	V78-G84	2B02	RUNNING	UCASAPPROVED	2015
Biomedical Sciences	BSc (Hons)	K28-A88	B900	RUNNING	UCASAPPROVED	2015
Biomedical Sciences	FdSc	K32-J91	B901	RUNNING	UCASAPPROVED	2015
Biomedical Sciences (Human Biology)	BSc (Hons)	Q34-F91	C900	RUNNING	UCASAPPROVED	2015
Biomedical Sciences (Micro/Molecular Biology)	BSc (Hons)	D57-S36	CC57	RUNNING	UCASAPPROVED	2015
Biomedical Sciences (Physiology/Pharmacology)	BSc (Hons)	R89-Q55	BB12	RUNNING	UCASAPPROVED	2015
Biosciences and Health	BSc (Hons)	X87-S19	CB79	RUNNING	UCASAPPROVED	2015

4.1.1 Search for a programme

To search for a specific programme or to reduce the list to a more manageable size:

1. Click on the **Programmes** tab and specify your search criteria:

Table 4-2: Programmes search criteria

Criteria	Options
Provider Application code / Provider Reference code	The Provider Application code identifies a provider for the purposes of the admission scheme. It can only be amended by request, supported by official documentation. The Provider Reference code is the code that identifies the provider on the system and cannot be changed.
Provider name	This is the name of the provider and can only be changed by request, supported by official documentation.
Intake	Select the intake with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015. Select All to list the programmes for all intakes.
Programme	You can reduce the number of programmes that are listed by specifying a programme title. Type any part of the programme title. After you have typed the first four characters, you will be offered a list of programmes from which you can select a specific programme; alternatively, you can search for all programmes that include the text you have typed or continue to type the whole specific title.

Programme code / Application code	As an alternative to specifying a programme name, you can enter a programme code or application code. If you use this option, you must enter a full programme code or application code; the system will only search for programmes that exactly match a particular code.
Programme approval status	Select the status that you wish to include in the search results. Programmes & courses with the status of Draft will need to be submitted for approval. Programmes & courses with the status of Awaiting UCAS Approval will be approved unless UCAS needs to confirm any points or issues with the provider.
Include discontinued programmes	Click on Yes if you want discontinued programmes to be included in the list. The default is No .

- When you have selected your search criteria, click on **Search**. All programmes that match the criteria you have specified are listed in the lower part of the screen.

Include discontinued programmes Yes No

[Cancel criteria](#) **Search**

Programme	Qual	Prog-code	App-code	Prog-status	Approval status	Intake
Accounting and Finance	BA (Hons)	S22-J94	N420	RUNNING	UCASAPPROVED	2015
Acupuncture	BSc (Hons)	J07-C18	B343	RUNNING	UCASAPPROVED	2015
Adult Nursing	BSc (Hons)	U01-B54	B741	RUNNING	UCASAPPROVED	2015
Animation	BA (Hons)	D59-A89	W615	RUNNING	UCASAPPROVED	2015
Architectural Technology	BSc (Hons)	M17-Q13	K130	RUNNING	UCASAPPROVED	2015
Architecture	BA (Hons)	D60-T33	K100	RUNNING	UCASAPPROVED	2015
Audio Engineering	BSc (Hons)	V78-G84	2B02	RUNNING	UCASAPPROVED	2015

Click on the required programme. The programme details are displayed and can be edited.

Home	Provider profile	Venues	Programmes & courses	Vacancies	Entry requirements	Fees & financial support	Contacts	User accounts
------	------------------	--------	---------------------------------	-----------	--------------------	--------------------------	----------	---------------

Programme details ▶

Manage programme stages

Manage subject options

Manage courses

Manage profiles

Programme key fields

Edit programme of study

Business and Management [P73-K98 / 001N] 2014 - Leeds Metropolitan University [AC835 / L27] Save

Effective from intake: * Copy to Another Intake

Programme titles

Programme code: *

Application code:

Programme title: *

Short title: *

Abbreviated title: *

Programme URL: Test ▶

Please tick here if any part of this course is taught in Welsh:

English title: (only required if Course title is Welsh)

Programme description

Disclosure and Barring Service (formerly CRB check): * Yes No

You can now manage details of the programme as required including:

- Edit details of a programme (see Section 4.1.2)
- Copy the programme (see Section 4.1.3)

If the list does not include the programme you are looking for, check the search criteria, make any necessary changes and search again by clicking on the **Search** button.

If no programmes are found that match your criteria, a message stating **No programmes found** is displayed below the criteria. This will happen if you enter an incorrect application code, for example.



*Note that if you make any changes to the criteria, the list of programmes will not be updated until you click on **Search**.*

4.1.2 Edit programme of study

When you have searched for a programme and selected it as per Section 4.1.1, the current details are listed.

The details include the following fields:

Table 4-3: Edit / add programme fields

Field	Use
Effective from intake	Select the intake to which the programme applies.
Copy to Another Intake button	Click on this button to copy the programme details to another intake.
Programme titles	
Programme code	This code is generated by the system and cannot be changed.
Application code	This code cannot be changed once the original programme record has been approved by UCAS. If you wish to request a specific application code, you must do so in the Creation Notes field when the programme is initially submitted for approval.

Programme title	This field will be visible in Apply and Track, and on the UCAS search tool. This should be the full title of the programme. It should not include qualification, duration or venue information (there are specific fields available for this information). Ampersands (&) should not be used, except to link two related subjects (for example 'Art & design'). The programme title cannot exceed 150 characters.
Short title	This is a shorter form of the programme title. The short title cannot exceed 48 characters.
Abbreviated title	This can be a combination of letters and numbers and should be unique to each programme. This field does not need to refer to the qualification. The abbreviated title cannot exceed 10 characters.
Programme URL	Enter the URL where full details of the programme can be viewed.
Taught in Welsh	Tick this check box if any part of the programme is taught in Welsh.
English title	Enter the title of the programme in English if the Programme title is in Welsh.
Programme description	
Disclosure and Barring Service (formerly CRB check)	This was formerly known as the Criminal Records Bureau (CRB) Check. This should be set to Yes if any of the courses on the programme require a Disclosure and Barring Service (DBS) check. You will not be able to change the DBS selection after 31 May for UCAS programmes and 26 June for CUKAS programmes in the year prior to entry. For example, the DBS option for the 2015 intake must be set before 31 May 2014. New programmes can have the DBS option set when they are submitted at any point during the intake.
Programme summary	The programme summary will be visible on the UCAS search tool and is limited to 1,000 characters.

<p>Programme category</p>	<p>The programme category relates to the equal consideration deadline date (ECDD) chosen. Only courses with the programme category of medicine, dentistry and veterinary science will have an ECDD of 15 October. Practical arts courses that require applicants to produce a portfolio of work as part of their application usually have the programme category of Art and Design and will have the ECDD of 24 March. All other courses should leave this field blank and will have the ECDD set to 15 January.</p> <p>CUKAS courses should have the programme category field either left blank or set to Dance, Drama and Screen Production.</p> <p>Teacher training programmes offered by providers in Scotland should have the Scottish TT category assigned to them.</p>
<p>Programme group</p>	<p>You can add the programme into a programme group if these have been created in the Provider details section.</p>
<p>Qualified teacher status</p>	<p>Select the appropriate level of qualified teacher status if relevant to the programme.</p>
<p>Balance indicator</p>	<p>Select the type of balance required for this programme. For example, where a programme consists of two distinct topics of study such as French and Music in equal measure, the Balance indicator should be set to Balanced. Where a programme of study consists of two topics of study with an approximate division of 75% - 25%, the Balance indicator of Major/Minor should be set. The Balance indicator of Combined should only be used where a programme has more than three distinct topics of study that are offered in equal proportion. The selection of Balance indicators has a direct relationship to the primacy of JACS assigned by UCAS to each course, which in turn may affect the positioning of programmes within downstream products and services provided by UCAS.</p>

Erasmus programme	<p>Erasmus Mundus is specifically the scholarship for individuals and funding for providers. The Erasmus exchange programme is a separate initiative to promote the educational exchange opportunities for students. Whereas the Erasmus Programme is open to Europeans, Erasmus Mundus is open to non-Europeans with Europeans being exceptional cases.</p> <p>Details of Erasmus Mundus scholarships should be entered in the Bursaries section of Course Collect.</p> <p>Any course or programme that allows students to study as part of an exchange with another overseas provider should have this option set to Yes.</p>
Creation notes	<p>This field is optional. It gives users the option of communicating queries or information to the Data Collection Team. It is possible for providers to request a specific application code here, before the programme is approved by UCAS. Users are reminded that no application code should be assumed, or published, before it is issued by UCAS (maximum 250 characters).</p>
Professional accreditations	
Add accreditation button	<p>If all or part of the programme is accredited by a separate professional body or organisation, you can add the details here by selecting the accrediting body from the first drop-down menu, and then selecting the corresponding level of accreditation from the second drop-down menu.</p>
Awarding bodies	
Group validation	<p>Programmes will either be validated by a single organisation, or by two or more organisations together. If a programme is validated by more than one organisation, select the Yes option here.</p>
Validated by	<p>Providers should indicate the validating body for the programme here. This is particularly important where the validating body is not the provider offering the programme.</p>
Guidance notes	
Application guidance notes	<p>All application guidance notes previously created with</p>

	<p>the status of Active in the Provider details section will be listed by title here. Click on a note in the left-hand box and then on the Add button to apply it to this programme.</p> <p>To remove a note that has been previously selected, click on it in the right-hand box and then on the Remove button.</p> <p>You can select more than one note by holding CTRL while selecting the relevant notes.</p>
<p>Application information for applicants</p>	<p>Add any information relevant to applicants when making their applications specifically to this programme.</p>

After you have made changes to the programme details, click on the red **Save** button at the bottom of the screen. A green bar at the top of the screen displays a message to tell you that the details have been updated.



*Note that if you leave this screen without clicking on **Save**, any changes you have made will be lost.*

When you have finished viewing or updating the details for a particular programme, click on the **Programmes & courses** tab to select another programme or a different tab to begin another task.

4.1.3 Copy programme

You can copy all the details of one programme to another programme.

To copy a programme:

1. Click on the **Programmes & courses** tab and select a programme as per Section 4.1.1.
2. In the **Edit programme of study** screen, click on the **Copy programme** button at the bottom of the screen.

Application guidance notes:

Application information for applicants:

Last modified by: Rollover on 9 December 2013 at 16:02:25

[Cancel](#) **Copy programme** **Save**

The **Copy programme** screen is displayed. The **Copy from** section in the **Copy programme** screen shows which programme is being copied and cannot be changed.

Home | Provider profile | Venues | **Programmes & courses** | Vacancies | Entry requirements | Fees & financial support | Contacts | User accounts

Programme details

Copy Programme

Manage programme stages

Manage subject options

Manage courses

Manage profiles

Programme key fields

Copy programme

Copy from

Programme code: **S22-J94**

Programme code (Legacy): N420

Programme title: Accounting and Finance

Short title: Accounting and Finance

Abbreviated title: BA/AccFin

English title:

Copy to

Programme code: **Q08-052**

Programme title *: Accounting and Finance

Short title *: Accounting and Finance

Abbreviated title *: BA/AccFin

Please tick here if any part of this course is taught in Welsh

English title: (only required if course title is welsh)

[Cancel](#) **Save**

3. In the **Copy to** section, enter the following details:

- Programme title
- Short title
- Abbreviated title
- Taught in Welsh
- English title

Refer to Table 4-3 in Section 4.1.2 for guidance to complete each field.

4. Click on the red **Save** button to copy the details across, replacing any existing details. Alternatively, click on **Cancel** to leave the second programme unchanged.



*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

4.1.4 Add programme

To add a programme:

1. Click on the **Programmes & courses** tab.

2. Click on the **New programme** button in the top right of the screen. The **Add new programme of study** screen is displayed.

3. Enter the programme details (see Table 4-3 in Section 4.1.2 for guidance).
4. Click on the **Next** button. The **Add course details** screen is displayed.

5. Enter the course details (see Table 4-3 in Section 4.1.2 for guidance).
6. Click on the **Next** button. The **Add programme structure** screen is displayed.
7. Click **Create new stage**, enter the course stage details and click **Save**. (see Section 4.2.3.2).
8. Click on the **Next** button. The **Add course joining dates** screen is displayed.
9. Enter the course joining dates.



Course joining dates are added and maintained in the Vacancies section of Course Collect. When you click on the Course joining dates tab you are navigated to the Vacancies section. See the Course Collect user manual Section 5.2 for instructions on adding / managing course joining dates.

10. Click on the **Save** button to save all the programme details.



Until a programme has been approved by UCAS, it will not have a programme application code assigned to it and will not appear in search results.

11. Once the new programme has been saved you must submit it to UCAS for approval. Locate the new programme using the search function(see Section 4.1.7), navigate to **Manage courses**, click on the course, scroll down to the bottom of the screen and click the **Submit for approval** button.



*None of the details you enter will be saved until you complete the last screen and click on **Save**. If you exit the screen before saving, all details will be lost.*

4.1.5 Manage programme structure

The **Manage programme structure** screen is displayed when you click on the **Manage programme stages** button after searching and selecting a course as per Section 4.1.1.

4.1.5.1 View existing stages

To view an existing stage:

1. Click on the **Manage programme stages** navigation button and select the intake year in the **Effective from intake** box.

Manage programme structure
Accounting and Finance [S22-J94 / N420] 2014 - Leeds Metropolitan University [AC835 / L27]

Effective from intake:

Name	Type	Entry Point	stageCode	Applied to all courses		
First year entry	Standard	true	1	true	↑	↓

Page 1 of 1 |

2. Click on the **Find stages** button. The existing stages are listed.

Add/Edit course stages

Course stage name *

Course stage type *

Description *

Entry point * Yes No

Will be applied to all new courses * Yes No

Last intake this stage will be taught * Yes No

4.1.5.2 Add a new stage

To add a new stage to the programme:

1. Click on the **Manage programme stages** navigation button and then click on the **Create new stage** button. A blank form is displayed.

The screenshot shows the 'Manage programme structure' page for 'Accounting and Finance [S22-J94 / N420] 2014 - Leeds Metropolitan University [AC835 / L27]'. The 'Effective from intake' is set to 2014. A table lists the current stage: 'First year entry' with Type 'Standard', Entry Point 'true', stageCode '1', and Applied to all courses 'true'. A 'Create new stage' button is visible at the bottom right.

Name	Type	Entry Point	stageCode	Applied to all courses
First year entry	Standard	true	1	true

2. Enter the details for the new stage using Table 4-4 for guidance if required.

The screenshot shows the 'Add/Edit course stages' form. It includes fields for 'Course stage name', 'Course stage type', 'Description', 'Entry point', 'Will be applied to all new courses', and 'Last intake this stage will be taught'. There are 'Cancel', 'Delete stage', and 'Save' buttons at the bottom.

Table 4-4: Add course stages fields

Field	Use
Course stage name	This should indicate a particular year of the programme, e.g. Foundation Year, Year 1 or Year 2.
Course stage type	Select a value from the drop-down list to indicate the type of stage that you are adding. If the course entry stage is the first year of the course, then select Standard .
Description	This field should be used to describe whether the stage is only open to certain applicants: for example, if the stage is only open to applicants with certain prerequisites such as relevant work experience. (Maximum 1,000 characters.)
Entry point	Indicate whether or not you will accept applicants into this year of the programme.
Will be applied to all new courses	Indicate whether any additional courses under this programme will also have this stage assigned to it.
Last intake this stage will be taught	This field denotes the last year for which the stage will be available; it is not the final year. For example, it could be used to indicate that the foundation year is no longer being run after this intake.

- After you have made changes to the stage details, click on the red **Save** button at the bottom of the screen. A green bar at the top of the screen displays a message to tell you that the details have been updated.



*Note that if you leave this screen without clicking on **Save**, any changes you have made will be lost.*

4.1.6 Manage subject options

Subject options are a variant of a course. Most courses will not have subject options, only a Main course.

To add a new subject option:

1. Click on the **Manage subject options** navigation button and then click on the **Intake** drop-down box and select an intake.

The screenshot displays the UCAS Course Collect interface for managing subject options. The top navigation bar includes 'Home', 'Provider profile', 'Venues', 'Programmes & courses' (selected), 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. A left-hand menu contains options like 'Programme details', 'Manage programme stages', 'Manage subject options' (highlighted in red), 'Manage courses', 'Manage profiles', and 'Programme key fields'. The main content area is titled 'Manage programme subject options' for 'Accounting and Finance (S22-J94/N420)'. It features an 'Intake' dropdown menu currently set to '2014'. Below the dropdown is a 'Find subjects options' button. A table below shows the current subject options:

Subject Option Code	Code for application	Subject Option Title
-		Main

At the bottom of the screen, there is an 'Add new subject option' button.

2. Click on **Add new subject option** at the bottom of the screen. The **View/Edit subject option** sub-screen is displayed.

View/Edit subject option

Subject Option Title *	<input style="width: 90%;" type="text"/>
English Title	<input style="width: 90%;" type="text"/>
Subject Option Code	<input style="width: 90%;" type="text"/>
Code for application	<input style="width: 30%;" type="text"/>
Description	<input style="width: 95%; height: 40px;" type="text"/>
Student Profile	<input style="width: 95%; height: 40px;" type="text"/>
Creation Notes	<input style="width: 95%; height: 40px;" type="text"/>

Course search keywords

Enter keywords to be used for course searching and click Add to list.
Subject options will inherit any keywords entered for the Main programme option (--).

Inherited keywords:

Keywords:

Add keyword:

[Add to list](#)

[Cancel](#)

3. Complete the following fields:

Table 4-5: Add / Edit subject option fields

Field	Use
Subject Option Title	This should be the name of the subject option only. The majority of courses will not have subject options. Subject options are a variant of the course. They are not a specific course in their own right (maximum 48 characters).
English Title	If the Subject option title is in Welsh, enter the equivalent English title.

Subject Option Code	This code is generated by the system and cannot be changed.
Code for application	The code entered by the provider that will appear on the application screen.
Description	A description of the subject option.
Student Profile	The students for which this subject option would be appropriate.
Creation Notes	Enter any notes related to the subject option.
Keywords	The keywords for the course are displayed. Add any keywords that relate to this subject option only. See Section 4.2.2.1 for more information on keywords.

4. Click on the **Save** button to save the new subject option or **Cancel** to abandon the changes.

4.1.7 Manage courses

The **Manage courses** navigation button (available after you search and select a programme as per Section 4.1.1.) takes you to the **Manage courses** screen. This screen displays the criteria you can specify to choose a course. All courses for the current programme are initially listed in the bottom part of the screen.



This screen gives an alternative to the main Programmes & courses search option (Section 4.2) for reaching the course details.

4.1.7.1 Search for a course

To search for a specific course or to reduce the list to a more manageable size:

1. Specify your search criteria:

Table 4-6: Course search criteria

Criteria	Options
Intake	Select the intake with which the course is associated. For example, if the joining date for a course is September 2015, the Intake will be 2015. Select All to list the courses for all intakes.
Subject option title	This should be the name of the subject option only. The majority of courses will not have subject options. Subject options are a variant of the course. They are not a

	<p>specific course in their own right.</p> <p>If you have used subject options within a course and you wish to view the specific subject options, click on the drop-down menu and then on the blank space at the top of the list of options. This returns all the subject options related to this programme.</p>
Venue	Select the venue where the course is delivered.
Approval status	Select the status that you wish to include in the search results.

- When you have selected your search criteria, click on the **Find courses** button. All courses that match the criteria you have specified are listed in the lower part of the screen.
- Click on the required course. The course details are displayed and can be edited.

If the list does not include the course you are looking for, check the search criteria, make any necessary changes and search again by clicking on the **Find courses** button.

If no courses are found that match your criteria, a message stating 'No data' is displayed below the criteria.



*Note that if you make any changes to the criteria, the list of courses will not be updated until you click on **Find courses**.*

4.1.7.2 Add new course

To add a course to the programme:

- In the **Manage courses** screen, click on the **Or add new course** button. The **Add course details** screen is displayed.

2. Select the course details using the drop-down menus and assign venue(s) to the course. See Table 4-8 in Section 4.2.2 for guidance.

4.1.7.3 Update publishing status

The publishing status of a course can be either of the following:

- **Published:** The course will appear in Apply and Track and on the UCAS search tool. All courses should be published at some point in the admissions cycle.
- **Not published:** The course will not appear in Apply and Track and on the UCAS search tool. All courses should be published at some point in the admissions cycle.

To change the publishing status for all the courses within a programme:

1. Click on the **Update publishing status** button at the bottom of the **Manage courses** screen.

Home | Provider profile | Venues | **Programmes & courses** | Vacancies | Entry requirements | Fees & financial support | Contacts | User accounts

Programme details
 Manage programme stages
 Manage subject options
Manage courses
 Manage profiles
 Programme key fields

Manage courses Or add new course

Accounting and Finance [S22-J94 / N420] 2014 - Leeds Metropolitan University [AC835 / L27]

Intake: 2014 All intakes

Subject option title: Main

Venue:

Approval status: All

[Cancel criteria](#) Find courses

Subject option	Qualification	Duration	Study mode attendance	Venue	Scheme	Intake	Course status	UCAS Approval
Main	BA (Hons)	4.0 Yrs	Full Time Sandwich ...	City Campus	UCAS	2014	RUNNING	Approved
Main	BA (Hons)	3.0 Yrs	Full Time Attended	City Campus	UCAS	2014	RUNNING	Approved

First Page | Previous | Page 1 of 1 | Next | Last Page Displaying 1 - 2 of 2

Update publishing status Update course status Submit for approval

2. The **Publishing status** is displayed. Click on the drop-down box to change the status.

Publishing status

Published*

[Cancel](#) Apply to all

3. To apply the new status to all courses for the programme, click on **Apply to all**. Alternatively, to leave all statuses as they were, click on **Cancel**.

4.1.7.4 Update course status

To change the course status for all the courses within a programme:

1. Click the **Update course status** button at the bottom of the **Manage courses** screen.

Home | Provider profile | Venues | **Programmes & courses** | Vacancies | Entry requirements | Fees & financial support | Contacts | User accounts

Programme details
 Manage programme stages
 Manage subject options
Manage courses
 Manage profiles
 Programme key fields

Manage courses Or add new course

Accounting and Finance [S22-J94 / N420] 2014 - Leeds Metropolitan University [AC835 / L27]

Intake: 2014 All intakes

Subject option title: Main

Venue:

Approval status: All

[Cancel criteria](#) Find courses

Subject option	Qualification	Duration	Study mode attendance	Venue	Scheme	Intake	Course status	UCAS Approval
Main	BA (Hons)	4.0 Yrs	Full Time Sandwich ...	City Campus	UCAS	2014	RUNNING	Approved
Main	BA (Hons)	3.0 Yrs	Full Time Attended	City Campus	UCAS	2014	RUNNING	Approved

First Page | Previous | Page 1 of 1 | Next | Last Page Displaying 1 - 2 of 2

Update publishing status Update course status Submit for approval

2. Scroll to the bottom of the course details screen. The Course status is displayed.
3. Click on the drop-down box to change the status. Choose between **Discontinued**, **Running** or **Suspended**. Do not use Unreleased. If a course is being withdrawn for the current intake but might be offered again in subsequent intakes, please use **Suspended**. If a course will never be offered again, please use **Discontinued**.

Course status

Course status *

[Cancel](#)



If you set a course to Discontinued in error, please contact the Data Collection Team at coursesdata@ucas.ac.uk immediately as this can only be corrected before the change has been approved by UCAS.

If you want to apply the new status to all courses for the programme, click on **Apply to all**. Alternatively, to leave all statuses as they were, click on **Cancel**.



The instructions in 4.1.7.3 and 4.1.7.4 should be used to update courses attached to a programme after you search and select the programme as per Section 4.1.1. When you update using these instructions, all the courses within that programme will be updated. However, a provider can also update the publish flag and status of a course individually. To update a course individually see Section 4.1.7.5.

4.1.7.5 Update publish flag and status of a course individually

Course Collect allows providers to update individual courses in a programme. For example, the provider could update the status or publish flag of one course in a programme and leave the other courses as they are.

To do this:

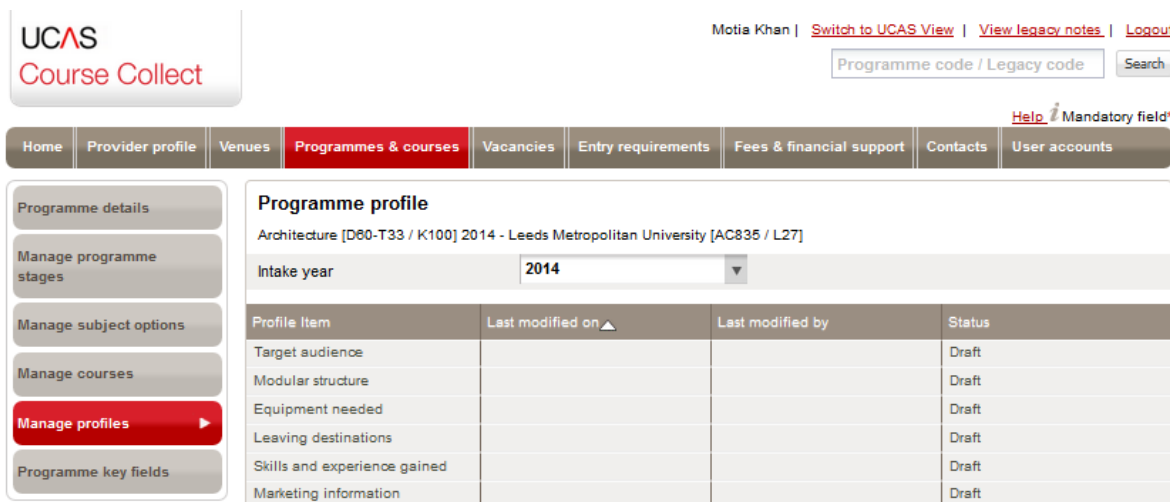
1. Click on **Programmes & courses** section and search and find the programme as per Section 4.1.1.
2. Click on **Manage courses** button on the left and all the courses attached to the programme selected will be listed.
3. Click on one of the courses to open the **Edit course details** screen.
4. Scroll to the bottom of the screen and select the relevant radio buttons and click **Save**.

Publishing options	
Publishing status:	<input checked="" type="radio"/> Published <input type="radio"/> Not published
Subject to approval:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Course status	
Course status *	<input type="text" value="RUNNING"/>
Last modified by: Rollover on 9 December 2013 at 15:58:47	
Cancel	<input type="button" value="Save"/>

This will only update that particular course and you can repeat the process to update another status or publishing option of other courses attached to the programme.

4.1.8 Manage programme profile

Each programme in Course Collect has its own profile. To manage a programme profile in the **Programmes & courses** section, click the **Manage profiles** button (after you have searched and selected a programme as per Section 4.1.1.) The various profile items will be listed for the current intake.



You can add / edit information for the following profile items.

- Target audience
- Modular structure
- Equipment needed
- Leaving destinations
- Skills and experience gained
- Marketing information
- Why study

4.1.8.1 Add / Edit / View profile items

Click on a profile item to add / view / edit details (**Target audience** selected in this instance). It is entirely up to the provider as to what information is entered here (excluding URLs) and any information already entered will be displayed on the top part of the screen.

All profile items are edited in the same way and have the same fields as detailed below.

To edit information already entered or add new content:

- Click the red **Edit content** button (which will only be active if there is existing content). The existing content will appear on the screen in editable format. To add content, simply click on the space available.

- Edit the content or enter new information and click **Save** and you will see a green confirmation message on screen to say that the *Profile item has been saved* (the status tab will now show a pencil if you were to select another menu tab).



You will see the number of characters remaining in green once you begin to type into the text box (maximum field length 500 characters). You can click **Save** at any time to save the updated content as a draft in order to finish updating the information later or to have the content reviewed by an approver. Notes from the approver can be inserted in the **Approver notes** field. When you click **Save** you will see the green confirmation message to say that the *Profile item has been saved*.

- Tick the **Apply to all intakes** check box at the bottom of the screen to apply this profile to the same programme in all other intakes.
- When you have finished updating, depending on the permissions assigned to your user account you will have to do one of the following:
 - Submit the content for approval by an Administrator by clicking the **Submit for approval** button. You will get confirmation that the content has been submitted for approval. Editors cannot publish content without it being approved by an Administrator.

- Click the **Approve update** button to publish the changes. You will get confirmation on screen that the information has been approved. The **Approve update** button will only be active to Administrators who can make changes as well as approve the changes.
- Click the **Reject update** button to reject the content. The content will not be updated. Only Administrators can reject content.
- Or you can click the **Delete draft** button to delete the content.



*For more information on user accounts and assigning permissions, see the user manual **Section 8 – User accounts and Contacts**.*

4.1.9 Manage programme key fields

If a provider makes an update to the programme title, course status, application guidance notes or programme summary, it requires approval by UCAS. You can click on the **Programme key fields** navigation button (after you have searched and selected a programme as per Section 4.1.1.) to view any changes that have been requested.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, the user 'Motia Khan' is logged in, with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. A search bar contains the text 'Programme code / Legacy code' and a 'Search' button. Below the search bar is a navigation menu with tabs: Home, Provider profile, Venues, Programmes & courses (selected), Vacancies, Entry requirements, Fees & financial support, Contacts, and User accounts. A 'Help' icon and 'Mandatory field*' are also visible. On the left side, there is a vertical menu with buttons for 'Programme details', 'Manage programme stages', 'Manage subject options', 'Manage courses', 'Manage profiles', and 'Programme key fields' (highlighted in red). The main content area is titled 'Key Field Updates - Architecture (D60-T33 K100) 2014' and contains a form with a label 'Intake *' and a dropdown menu currently set to '2014'.

4.2 Manage courses

The **Programmes & courses** screen displays the criteria you can specify to choose a course. To manage courses, select the **Courses** tab in the **Search and manage programmes & courses** screen. All courses for your provider are listed initially at the bottom of the screen.

Home
Provider profile
Venues
Programmes & courses
Vacancies
Entry requirements
Fees & financial support
Contacts
User accounts

🔍
Search and manage programmes & courses

Programmes
Courses

Provider Application code / Provider Reference code AC835

Provider name Leeds Metropolitan University

Intake *
 All
 2014
 2015

Programme e.g. Accounting

Programme code / Application code A11-B11 / A100

Approval status Please select ▼

Course status Please select ▼

Published
 Published
 Not published

Include discontinued programmes
 Yes
 No

[Cancel criteria](#)
Search

Programme	Prog-code	App-code	Qual	Dur	St Mode Att	Venue	Scheme	Approval status	Intake
Accounting and Finance	S22-J94	N420	BA (Hons)	3Yrs	FTA	-	U	UCASAPPROVED	2015
Accounting and Finance	S22-J94	N420	BA (Hons)	4Yrs	FTSA	-	U	UCASAPPROVED	2015
Accounting and Finance	S22-J94	N420	BA (Hons)	3Yrs	FTA	-	U	UCASAPPROVED	2014

4.2.1 Search for a course

To search for a specific course or to reduce the list of courses to a more manageable size:

1. Click on the **Courses** tab and specify your search criteria:

Table 4-7: Course search criteria

Criteria	Options
Provider Application code / Provider Reference code	The Provider Application code identifies a provider for the purposes of the admission scheme. It can only be amended by request, supported by official documentation. The Provider Reference code is the code that identifies the provider on the system and cannot be changed.
Provider name	This is the name of the provider and can only be changed by request, supported by official documentation.
Intake	Select the intake with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015. Select All to list the programmes for all intakes.
Programme	You can reduce the number of programmes that are listed by specifying a Programme title. Type any part of the programme title. After you have typed the first four characters, you will be offered a list of programmes from which you can select a specific programme; alternatively, you can search for all programmes that include the text you have typed or continue to type the whole specific title.
Programme code / Application code	As an alternative to specifying a programme name, you can enter a programme code or application code. If you use this option, you must enter a full programme code or application code; the system will only search for programmes that exactly match a particular code.
Approval status	Select the status that you wish to include in the search results. Programmes and courses with the status of Draft will need to be submitted for approval. Programmes and courses with the status of Awaiting UCAS Approval will be approved unless UCAS needs to confirm any points or issues with the provider.

<p>Course status</p>	<p>The Course status drop-down menu allows you to filter the search results to show one of the available statuses. The status is one of:</p> <p>Running: The course is currently running.</p> <p>Suspended: The course is not currently offered, but may be offered again in the future.</p> <p>Discontinued: The course will never be offered again.</p> <p>Unreleased: The course has not yet been released by UCAS.</p>
<p>Published</p>	<p>The Published status is set at course level on Course Collect. If the status is Yes, then the course will appear in Apply and Track and on the UCAS search tool (as long as all of the other information is entered correctly). If the status is No, the course will not appear in Apply and Track, and on Search.</p>
<p>Include discontinued programmes</p>	<p>Click on Yes if you want discontinued programmes to be included in the list. The default is No.</p>

- When you have selected your search criteria, click on **Search**. All courses that match the criteria you have specified are listed in the lower part of the screen.

Home
Provider profile
Venues
Programmes & courses
Vacancies
Entry requirements
Fees & financial support
Contacts
User accounts

Search and manage programmes & courses

Programmes
Courses

Provider Application code / Provider Reference code AC835

Provider name Leeds Metropolitan University

Intake *
 All
 2014
 2015

Programme Accounting and Finance

Programme code / Application code A11-B11 / A100

Approval status Please select ▼

Course status Please select ▼

Published
 Published
 Not published

Include discontinued programmes
 Yes
 No

[Cancel criteria](#)
Search

Programme	Prog-code	App-code	Qual	Dur	St Mode	Alt	Venue	Scheme	Approval status	Intake
Accounting and Finance	S22-J94	N420	BA (Hons)	3Yrs	FTA	-	-	U	UCASAPPROVED	2015
Accounting and Finance	S22-J94	N420	BA (Hons)	4Yrs	FTSA	-	-	U	UCASAPPROVED	2015
Accounting and Finance	S22-J94	N420	BA (Hons)	3Yrs	FTA	-	-	U	UCASAPPROVED	2014
Accounting and Finance	S22-J94	N420	BA (Hons)	4Yrs	FTSA	-	-	U	UCASAPPROVED	2014

3. Click on the required course. The course details are displayed and can be edited.

If the list does not include the course you are looking for, check the search criteria, make any necessary changes and search again by clicking on the **Search** button.

If no courses are found that match your criteria, a message stating **No courses found** is displayed below the criteria. This will happen if you enter an incorrect application code, for example.

4.2.2 Edit course details

To edit details of a course:

1. Search and select the course as per Section 4.2.1. When you select a course, the existing details are listed.

2. Edit the details as required.

Table 4-8: Add / edit course details fields

Field	Use
Subject option details	
Intake	The intake cannot be changed if editing an existing course but can be changed if adding course details.
Copy to Another Intake button	Click on this button to copy the course details to another intake cycle. You can only copy the course details if the programme exists in the intake to be copied to.
Course code	This code is generated by the system and cannot be changed.
Subject option	This is the title of the subject option.

Subject option name	<p>This should be the name of the subject option only. The majority of courses will not have subject options.</p> <p>Subject options are a variant of the course. They are not a specific course in their own right.</p>
Subject option code	<p>This code is generated by the system and cannot be changed.</p>
Course details	
Venue	<p>You cannot edit venue details once a course has been created.</p> <p>Any relevant venues will be listed. Click on a venue in the left-hand box and then on the Add button to apply it to this course.</p> <p>To remove a venue that has been previously selected, click on it in the right-hand box and then on the Remove button.</p> <p>You can select more than one venue by holding CTRL while selecting the relevant venues.</p>
Attainment level	<p>Indicate the level of the qualification the applicant should expect to exit the course with.</p>
Qualification	<p>Indicate what qualification the applicant should expect to exit the course with. Please select the qualification carefully, ensuring to include Honours where appropriate. The qualifications presented are dependent on the Attainment level selected so if you do not see the qualification you require, try changing the attainment level.</p>
Study mode	<p>Select from the following:</p> <p>Flexible: The applicant can study around their own needs or requirements.</p> <p>Full-time: The applicant studies for more than a given number of hours per week.</p> <p>Mixed mode: The applicant can study less one week and more another.</p> <p>Part-time: The applicant studies for less than a given number of hours per week. Only courses that are offered on a full-time basis should be included in the</p>

	UCAS scheme.
Attendance type	<p>Select from the following:</p> <p>Full-time: All programmes included in the UCAS admissions scheme must be offered on a full-time basis.</p> <p>Attended: Where a student must be physically present at a location that is a place of study, other than their home.</p> <p>Distance learning: Where a student uses electronic or other means to undertake their studies (e.g. books, DVDs, online materials, CDs), without having to attend a place of study. This may include communicating with their tutor or other provider staff by means of telephone, web-seminars or chat rooms etc.</p> <p>Distance learning with attendance: As for Distance learning, but with some attendance required by the student at a place of study.</p> <p>Sandwich: A placement is integral to the course, where a student spends time in an employment situation. This can be for the duration of a specific module, or for a term or year.</p> <p>With study abroad: A placement is integral to the course, where a student spends time in a different country to where the course is offered, to fully immerse themselves in the language and culture of that country. This can be for the duration of a specific module, or for a term or year, and may include study at a partner institution or other organised activities.</p> <p>Part-time: It is expected that part-time courses are offered for less than 16 hours per week (average across the duration of the course), at regular times and / or days each week. For example, the course is offered on Monday and Wednesday mornings between 09:00 and 11:00.</p> <p>Evening: where the attendance or study is offered after 18:00.</p> <p>Flexible: This term should be used for courses where students can determine the type of study required and may use a combination of study types through the duration of the course. For example, student A may start with a couple of weeks studying full-time, then</p>

	<p>take two modules online, and then complete the course by attending classes part-time for one day each week. Student B on the same course may decide to take all but the final module as online study, and then attend for one week full-time to complete the final module of the course.</p> <p>Mixed mode: This term should be used for courses where students might study full-time for some sections or modules of the course, part-time for other sections or modules. Distance learning or online study might also be an available study mode for some modules. Mixed mode does not indicate that a programme is available as a full-time or a part-time course.</p>
Duration type	<p>Fixed duration should specify exactly how long it will take to complete the course.</p> <p>Duration range implies that the course is flexible and could take an undefined period of time between two certain points.</p>
Duration	Enter the duration (length of period and number of periods).
Application route	This will relate to the scheme that the provider application code is registered with. Providers that are registered for both UCAS and CUKAS schemes must ensure they place the relevant programmes and courses within the appropriate scheme.
Equal consideration deadline	<p>The equal consideration deadline varies dependent on the type of course.</p> <p>15 October: medicine, dentistry, veterinary science/medicine courses and all courses offered at the Universities of Oxford and Cambridge.</p> <p>24 March: Courses with a practical art and design element.</p> <p>15 January: All other deadlines.</p> <p>Providers who wish to consider applicants after the deadline are allowed to do so.</p>
Course summary	<p>This should indicate the primary focus of the course. This field should not include a URL or video and should not direct applicants to other websites. (Maximum 500</p>

	characters.)
Subsidiary qualification details	This field should be used to describe any additional qualifications that can be gained by students while studying the course: for example, a health and safety certificate or a food hygiene certificate. This field should not include the main qualification the applicant should exit the course with. (Maximum 500 characters.)
Course search keywords	
Inherited keywords	Keywords that apply to the programme and are therefore relevant to all courses within the programme. These cannot be changed here.
Keywords	Keywords that have been added for this particular course. To remove a keyword, click on the dustbin button to the right of the keyword.
Copy to all intakes	Tick this check box if the keywords are to be used for this course in all intakes.
Add keyword	Enter a keyword (which can be a word or phrase) in the box and click on Add to list button. Repeat the process to add another keyword. (See Section 4.2.2.1 below for more information on keywords.)
JACS classification	
JACS classification	The JACS classification is added by UCAS.
Publishing options	
Publishing status	<p>Published: The course will appear in Apply and Track and on the UCAS search tool. All courses should be published at some point in the admissions cycle.</p> <p>Not published: The course will not appear in Apply and Track and on the UCAS search tool. All courses should be published at some point in the admissions cycle.</p>
Subject to approval	This should indicate whether or not the course has received confirmation that it will run for the selected admissions cycle. It will be used to advise applicants that even though they may select the course, until it is officially approved, there is the potential the course may not run.

Course status	
Course status	Select the course status.

- After you have made changes to the entry requirements, click on the red **Save** button at the bottom of the screen. A green bar at the top of the screen displays a message to tell you that the details have been updated.



Note that if you leave this screen without clicking on Save, any changes you have made will be lost.

When you have finished viewing or updating the details for a particular course, click on the **Programmes & courses** tab to select another course or a different tab to begin another task.

4.2.2.1 Keywords

If you would like your course to appear in the UCAS search tool when a user enters a particular word or term into the search tool, you can add it as a keyword in the **Course search keywords** section of the **Add course details** or **Edit course details** screen.

Course search keywords

Enter keywords to be used for course searching and click Add to list.
Subject options will inherit any keywords entered for the Main programme option (--).

Inherited keywords:

Keywords:

Copy to all intakes:

Add keyword: Add to list

The UCAS search tool displays relevant courses based on the information held in the following fields in Course Collect: **Programme title, Venue, JACS classification**. The search tool also incorporates a number of related terms that may mean your course is already appearing when a user adds the word or term; in those cases you do not need to add it as a keyword. You should check that the course does not appear in the search results before adding the term as a keyword.



Keywords should only be used in exceptional circumstances; it is not a requirement to add keywords to all your courses.

Example

Programme title: **Military Organisation and Equipment Logistics**

Application code: **5L52**

Venue: **Main site**

JACS description: L252 **War and Peace Studies**

To ensure this course appears when a user enters 'Army', 'Navy', 'RAF', 'Pilot', 'Soldier', 'Armoured vehicle' etc., add these terms to the course as keywords.

Keywords are inherited across all courses and subject options within a programme. You can add extra keywords to individual subject options that only apply to that specific subject option.

Example

Programme title: **Combined Modern European Languages**

Application code: **34N2**

Venue: **Main site**

JACS description: R900 Others in European languages, literature & related subjects

Subject option: **Main**

Keywords: **'Foreign language', 'linguistics', 'spoken', 'translation'**

Subject option: **French and German**

Keywords: 'Foreign language', 'linguistics', 'spoken', 'translation' + 'Quebec', 'Madagascar', 'Austria', 'Switzerland'

Subject option: **Spanish and Greek**

Keywords: 'Foreign language', 'linguistics', 'spoken', 'translation' + 'Catalan' 'Cyprus'

Providers who offer programmes or subject options in the Welsh or Gaelic languages are encouraged to add keywords in those languages to assist applicants in finding those courses.

Example

Programme title: **Addysg/Sports Science**

Application code: **CX96**

Venue: **Pembroke campus**

JACS description: **X300 Academic studies in education; C600 Sport & exercise science**

Suggested keywords: **ysgol; ystafell ddosbarth; disgybl**

4.2.3 Course stages

The **Maintain course stages** screen is displayed when you click on the **Course stages** navigation button.

4.2.3.1 View existing stages

To view an existing stage:

1. Select the Intake year in the **Effective from intake** box.

Maintain course stages
Accounting and Finance - Bachelor of Arts (with Honours) - BA (Hons), 4.0Yrs, ATT, FT, City Campus, 2014 - (Leeds Metropolitan University [AC835 / L27])

Effective from intake:

Name	Type	Entry Point	stageCode	Applied to all courses
First year entry	Standard	true	1	true

Navigation: First Page, Previous, Page 1 of 1, Next, Last Page

2. Click on the **Find stages** button. The existing stages are listed.
3. Click on the stage you want to view the details of on the screen.

Add/Edit course stages

Course stage name *

Course stage type *

Description *

Entry point * Yes No

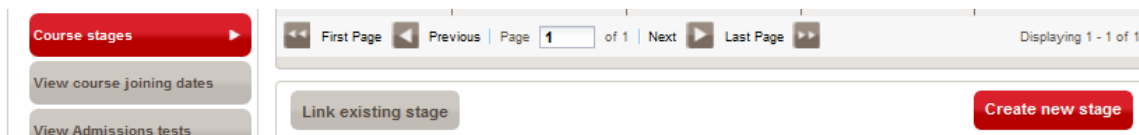
Will be applied to all new courses * Yes No

Last intake this stage will be taught * Yes No

4.2.3.2 Add a new stage

To add a new stage to the programme:

1. Click on the **Create new stage** button. A blank form is displayed.



2. Enter the details for the new stage using Table 4-9 for guidance.

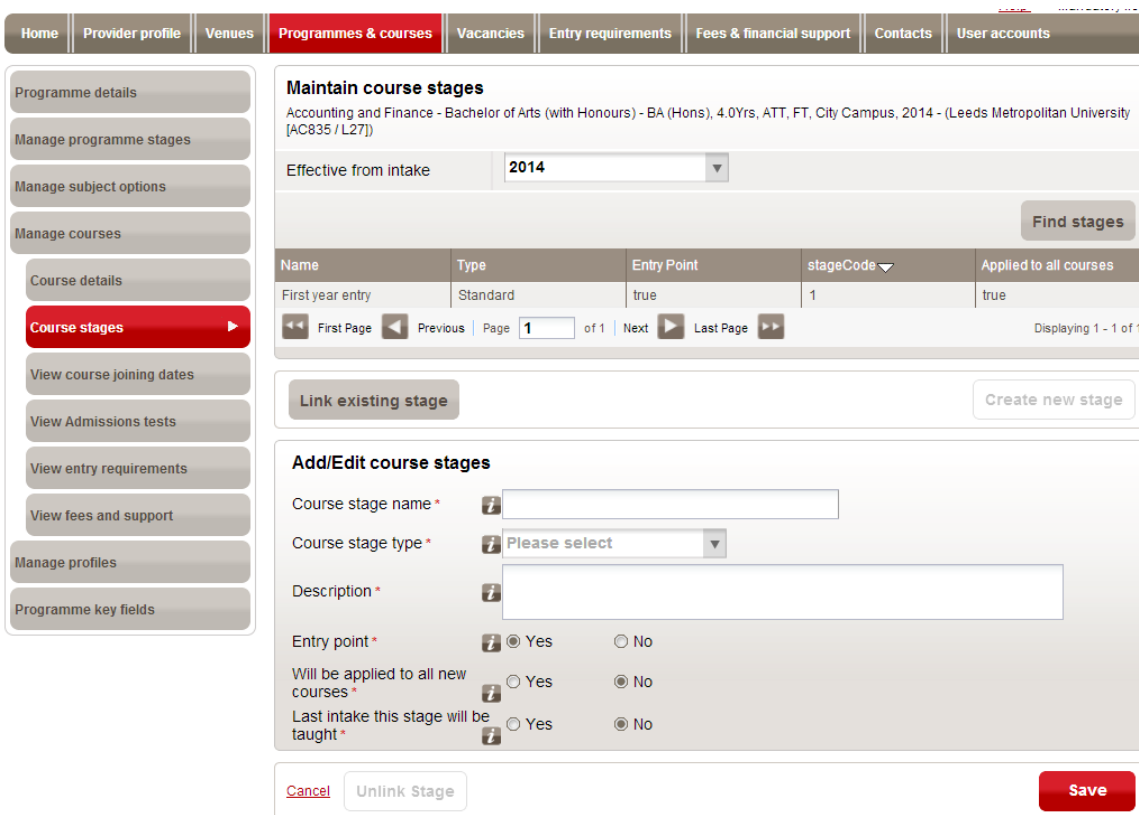


Table 4-9: Add course stages fields

Field	Use
Course stage name	This should indicate a particular year of the course, e.g. Foundation Year, Year 1 or Year 2.
Course stage type	Select a value from the drop-down list to indicate the type of stage that you are adding. If the course entry stage is the first year of the course, then select Standard .

Description	This field should be used to describe whether the stage is only open to certain applicants: for example, if the stage is only open to applicants with certain attributes such as relevant work experience. (Maximum 1,000 characters.)
Entry point	Indicate whether or not you will accept applicants into this year of the course.
Will be applied to all new courses	Indicate whether any additional course under this programme will also have this stage assigned to it.
Last intake this stage will be taught	This field denotes the last year for which the stage will be available; it is not the final year. For example, it could be used to indicate that the foundation year is no longer being run after this intake.

- When you have finished adding the details, click **Save**. A green bar at the top of the screen displays a message to tell you that the details have been updated.



*Note that if you leave this screen without clicking on **Save**, any changes you have made will be lost.*

4.2.3.3 View course joining dates

Click on the **View course joining dates** navigation button to view information on course joining dates.

The screenshot shows the 'View course joining dates' interface. At the top, there are navigation tabs: Home, Provider profile, Venues, **Programmes & courses**, Vacancies, Entry requirements, Fees & financial support, Contacts, and User accounts. The main content area is titled 'View course joining dates' and includes the following information:

- Architecture - Bachelor of Arts (with Honours) - BA (Hons), 3.0Yrs, ATT, FT, City Campus, 2014 - (Leeds Metropolitan University [AC835 / L27])
- This course falls within the group: **City Campus, Full Time, Attended, UCAS, 2014**
- A 'Manage Joining Dates' button is visible.
- A table with the following columns: 'Course start date', 'Start month', and 'Open for deferred entry'. The data row shows: 29/09/2014, SEP, and false.
- Page navigation: First Page, Previous, Page 1 of 1, Next, Last Page. It also indicates 'Displaying 1 - 1 of 1'.

In the sidebar on the left, the 'View course joining dates' button is highlighted in red.



You can only view course joining dates in this section. Course joining dates are added and maintained in the **Vacancies** section of Course Collect. See the Course Collect user manual Section 5 for instructions on adding / managing course joining dates.

4.2.3.4 View admissions tests

Click the **View admissions test** navigation button to view details on admissions tests associated with a course.

Home
Provider profile
Venues
Programmes & courses
Vacancies
Entry requirements
Fees & financial support
Contacts
User accounts
Help Mandatory field*

- Programme details
- Manage programme stages
- Manage subject options
- Manage courses
- Course details
- Course stages
- View course joining dates
- View Admissions tests** ▶
- View entry requirements
- View fees and support
- Manage profiles
- Programme key fields

View Admissions tests

Law - Bachelor of Law (with Honours) - LLB (Hons), 3.0Yrs, ATT, FT, Main Site, 2014 - (King's College London (University of London) [UG481 / K60])

Manage Admissions Tests

Course Stage ▲	Stage Code	Entry Point	Admissions Test	Mandatory
Firstyear entry	1	Yes	Law National Admissions Test	Yes

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◀ Previous
Page of 1
Next ▶
Last Page ▶▶
Displaying 1 - 1 of 1



You can only view course admissions test details in this section. Admissions tests are added and maintained in the **Entry requirements** section of Course Collect. See the Course Collect user manual Section 6 for instructions on adding / managing admissions tests.

4.2.3.5 View entry requirements

Click the **Entry requirements** navigation button to view details on entry requirements for a course.

Home | Provider profile | Venues | **Programmes & courses** | Vacancies | Entry requirements | Fees & financial support | Contacts | User accounts

Programme details
 Manage programme stages
 Manage subject options
 Manage courses
 Course details
 Course stages
 View course joining dates
 View Admissions tests
View entry requirements

Course Entry Requirements-Architecture
 Architecture (Main) - BA (Hons), 3 Yrs, FTA, City Campus, UCAS, 2014

Academic Entry Requirements

Programme stage ▲	Stage code	Entry requirement defined?
First year entry	1	Yes

First Page | Previous | Page 1 of 1 | Next | Last Page | Displaying 1 - 1 of 1

Non academic Entry Requirements

Programme stage ▲	Stage code	Entry requirement defined?
First year entry	1	Yes



You can only view entry requirement details in this section. Entry requirement information is added and maintained in the **Entry requirements** section of Course Collect. See the Course Collect user manual Section 6 for instructions on adding / managing entry requirements.

4.2.3.6 View fees and support

Click the **View fees and support** navigation button to view details on fees and finance associated with a course.

Home | Provider profile | Venues | Programmes & courses | Vacancies | Entry requirements | Fees & financial support | Contacts | User accounts

Programme details

Manage programme stages

Manage subject options

Manage courses

Course details

Course stages

View course joining dates

View Admissions tests

View entry requirements

View fees and support ▶

Manage profiles

Programme key fields

View course fees and financial support

Architecture - Bachelor of Arts (with Honours) - BA (Hons), 3.0Yrs, ATT, FT, City Campus, 2014 - (Leeds Metropolitan University [AC835 / L27])

[Manage Course Fees](#)

Geographical region	Fee value	Finance coverage	Effective from ▲
International	GBP 9500.00	First year fee	01/08/2014
England	GBP 9000.00	First year fee	01/08/2014
Wales	GBP 9000.00	First year fee	01/08/2014
Northern Ireland	GBP 9000.00	First year fee	01/08/2014
Scotland	GBP 9000.00	First year fee	01/08/2014
European Union	GBP 9000.00	First year fee	01/08/2014

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Last Page ▶▶
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Additional costs [Add Additional Costs](#)

-None defined

Provider accommodation costs [Add Accommodation Cost](#)

Accommodation type	Facilities	Cost	Intake ▲
Providers accommodation		GBP 80.00 - ...	2013
Providers accommodation	Ensuite Room	GBP 105.00...	2013
Providers accommodation		GBP 80.00 - ...	2014
Providers accommodation	Ensuite Room	GBP 105.00...	2014
Providers accommodation		GBP 80.00 - ...	2015
Providers accommodation	Ensuite Room	GBP 105.00...	2015

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Venue accommodation costs [Add Accommodation Cost](#)

-None defined



You can only view information on fees in this section. Fees & financial support information is added and maintained in the **Fees & financial support** section of Course Collect. See the Course Collect user manual Section 7 for instructions on adding / managing fees.

5. Vacancies

The **Vacancies** section in Course Collect allows you to keep the course vacancies for your provider up-to-date.

When you click on **Vacancies** from the menu bar at the top, you will see two sections:

- Course joining dates
- Manage vacancies

Each section includes a number of tabs as shown in Table 5-1 below, relevant to adding and maintaining vacancies.

Table 5-1: Vacancies pages and tabs

Section / Tabs / Screens	Core function	Instructions
Manage vacancies section	Search for programmes and programme groups and update vacancy status	Section 5.1
Programmes tab	Update vacancy status of programmes	Section 5.1.1
Programme groups tab	Update in bulk vacancy status of programme groups	Section 5.1.2
Course joining dates section	Search for programmes and update / add course joining dates.	Section 5.2
Programmes tab	Update joining dates of programmes	Section 5.2.1
Programme groups tab	Update joining dates of programme groups	Section 5.2.2



Each section / screen is accessed via the relevant navigation button usually on the left of the screen.



The system maintains vacancies at course level. When applicants search for courses using the UCAS search tool, the information you enter and maintain on this page will be presented to them. Therefore it is vital that you keep the system up-to-date with vacancy information.




The difference between programmes and courses in the context of UCAS - a programme is the umbrella record for a subject to be studied, underneath which sits one or more courses. A programme has a subject title and other items such as subject code that cannot be changed. A course attached to a programme contains the variables such as exit qualification, duration, study mode, venue etc. Applicants apply for a programme but select courses within the programme depending on their specific requirements. Providers therefore need to manage vacancies at course level but to do this they have to find the programme to which the course is attached.



The difference between programmes and programme groups in the context of UCAS - a programme is the umbrella record for a subject to be studied, underneath which sits one or more courses. A programme group is created in the **Provider Details** section of Course Collect, and contains a number of programmes that can then be amended together for certain update functions such as copying entry requirements or fees. A programme can only be attached to one programme group at a time.



Where available, the help icon  next to the fields can be clicked for further information.

5.1 Manage vacancies

The **Manage vacancies** page allows you to update the status of vacancies for each programme and programme group entered in the system.



For instructions on adding programmes in Course Collect, see the user manual **Section 4 – Programmes & Courses**.

There are two tabs in the **Manage vacancies** page:

- **Programmes:** Manage programme vacancy status
- **Programme groups:** Manage programme group vacancy status

The screenshot displays the 'Manage vacancies' interface in UCAS Course Collect. At the top, there's a user profile for Motia Khan with links to 'Switch to UCAS View', 'View legacy notes', and 'Logout'. A search bar for 'Programme code / Legacy code' is present. The navigation bar includes 'Home', 'Provider profile', 'Venues', 'Programmes & courses', 'Vacancies' (highlighted), 'Entry requirements', 'Fees & financial support', 'Contacts', and 'User accounts'. On the left, there are buttons for 'Course joining dates' and 'Manage vacancies'. The main search area is titled 'Search for programmes to maintain their vacancy status' and has two tabs: 'Programmes' and 'Programme groups'. The search criteria include:

- Scheme ***: UCAS
- Intake ***: 2014 (selected) or 2015
- Programme**: e.g. Accounting
- Programme code / Application code**: e.g. X11-Y22
- Vacancy purpose ***: New applications, Extra, or Clearing
- Venue**: A list of venues including City Campus, Headingley Campus, Bradford College, Dewsbury College, Selby College, Hartlepool Sixth Form College, and Grimsby Institute of Further & Higher Education.
- Start month**: All

 At the bottom, there are buttons for 'Cancel criteria', 'Search', 'Cancel', and 'Apply changes'.

Each course in Course Collect should be assigned a vacancy status in order for it to be available to the right group of applicants when they research their choices using the UCAS search tool.

For example, courses that have been assigned the status **All** will be shown as available to all applicants, whilst a course with the vacancy status of **International Only** will be shown as available only to international applicants.

5.1.1 Manage programme vacancy status

To ensure applicants can search reliably for courses offered by your provider, you must ensure the vacancy status of every course is kept up-to-date. Course Collect allows you to update the vacancy status of individual courses, a selection of courses or even all courses in bulk.

5.1.1.1 Search for a programme and assign new status

To search for a programme and assign new status:

1. Click the **Programmes** tab in the **Manage vacancies** screen and specify the search criteria.

The screenshot shows the 'Manage vacancies' interface. At the top, there's a navigation bar with 'Programmes & courses' and 'Vacancies' tabs. The 'Vacancies' tab is active. Below the navigation, there's a search form titled 'Search for programmes to maintain their vacancy status'. The form has several fields: 'Scheme' (dropdown menu set to 'UCAS'), 'Intake' (radio buttons for 2014 and 2015, with 2014 selected), 'Programme' (text input with 'e.g. Accounting'), 'Programme code / Application code' (text input with 'e.g. X11-Y22'), 'Vacancy purpose' (checkboxes for 'New applications', 'Extra', and 'Clearing'), 'Venue' (a large empty box with 'Add' and 'Remove' buttons, and a dropdown list of venues including 'City Campus', 'Headingley Campus', 'Bradford College', 'Dewsbury College', 'Selby College', 'Hartlepool Sixth Form College', and 'Grimsby Institute of Further & Higher Education'), and 'Start month' (dropdown menu set to 'All'). At the bottom, there are 'Cancel criteria' and 'Search' buttons.

Use Table 5-2 for guidance to specify your search criteria.

Table 5-2: Programme search criteria

Criteria	Options
Scheme	There will only be one option here based on your Provider ID. This means conservatoires will only see CUKAS. All other

	providers will only see UCAS in the drop-down menu.
Intake	<p>Select the intake cycle with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015.</p> <p>You can search for programmes in a single intake at a time.</p> <p>Note: It is not possible to update the vacancy status of any programme until after the relevant Equal Consideration Deadline Date has passed.</p>
Programme	You can reduce the number of programmes that are listed by specifying a Programme title. After you have typed the first four characters, you will be offered a list of programmes from which you can select a specific programme; alternatively, you can search for all programmes that include the text you have typed.
Programme code / Application code	As an alternative to specifying a programme title, you can enter a programme code or application code . If you use this option, you must enter a full programme code or application code; the system will only search for programmes that exactly match a particular code.
Vacancy purpose	<p>Choose one of the three options, although depending on the point in the application cycle, all the options may not be available. You may select more than one option. If you select more than one option, the list of vacancy statuses displayed will only contain those vacancy statuses available for <u>both</u> options selected. If you cannot see the vacancy status you require, try searching again with only one vacancy purpose selected.</p> <ol style="list-style-type: none"> i. Select New applications to search for programmes with vacancies for new applicants (those who are not in Extra). ii. Select Extra to search for programmes with vacancies for applicants applying through Extra. This option will only be available for selection while Extra is open. iii. Select Clearing to search for programmes with vacancies in Clearing. This option will only be available for selection while Clearing is open.
Venue	If applicable, select the provider venue(s) that you want to update the vacancy status of by highlighting the venues listed on the left and clicking the Add button. To remove a venue,

	<p>highlight it from the list on the right and click the Remove button.</p> <p>Note the Venue field will show the venues you entered in the Venues page of Course Collect. If no venues have been created only Main Site will be displayed.</p>
Start month	<p>You can reduce the number of programmes that are listed by specifying a Start month using the drop-down menu.</p>



You do not have to complete all the fields but the ones marked with an asterisk are mandatory. However, it is recommended that you complete as many fields as you can in order to narrow down the search result.*

- When you have compiled your search criteria, click **Search**. All courses that match your search criteria are listed in the lower part of the screen.

The screenshot shows the search interface with the following elements:

- Venue** field: A list of venues including City Campus, Headingley Campus, Bradford College, Dewsbury College, Selby College, Hartlepool Sixth Form College, and Grimsby Institute of Further & Higher Education.
- Start month** dropdown: Set to "All".
- Buttons:** "Add", "Remove", "Cancel criteria", and "Search".
- Search Results Table:**

Programme	Qual	Prog-code	App-oo	Sub-opt	Venue	SMA	Joining da	Start n	Purpose	Vacancy
<input type="checkbox"/> Accounting and Finance	BA (H...	S22-J94	N420	Main	City ...	Full ...	29-SE...	SEP	New...	UK a...
<input type="checkbox"/> Accounting and Finance	BA (H...	S22-J94	N420	Main	City ...	Full ...	29-SE...	SEP	New...	UK a...
<input type="checkbox"/> Accounting and French	BA (H...	S78-W40	NR41	Main	City ...	Full ...	29-SE...	SEP	New...	All
<input type="checkbox"/> Accounting and German	BA (H...	E55-V58	NR42	Main	City ...	Full ...	29-SE...	SEP	New...	All
<input type="checkbox"/> Accounting and Spanish	BA (H...	Z14-F04	NR44	Main	City ...	Full ...	29-SE...	SEP	New...	All
<input type="checkbox"/> Business with Accounting	BA (H...	K77-T19	N1N4	Main	City ...	Full ...	29-SE...	SEP	New...	All
- Navigation:** "First Page", "Previous", "Page 1 of 1", "Next", "Last Page".
- Actions:** "Select all on this page", "Select all", "Deselect all on this page", "Deselect all".
- Selected:** A section with an "Add selected to list" button.



*If no programmes are found that match your criteria, the system will display **No results found** in red beneath the **Cancel criteria** option. Search again adjusting your search criteria.*

- Select the required course(s) from your search result by ticking the check boxes next to the Programme title.

	Programme ▲	Qual	Prog-code	App-co	Sub-opt	Venue	SMA	Joining da	Start n	Purpose	Vacancy
<input checked="" type="checkbox"/>	Accounting and Finance	BA (H...	S22-J94	N420	Main	City ...	Full ...	29-SE...	SEP	New...	UK a...
<input checked="" type="checkbox"/>	Accounting and Finance	BA (H...	S22-J94	N420	Main	City ...	Full ...	29-SE...	SEP	New...	UK a...
<input type="checkbox"/>	Accounting and French	BA (H...	S78-W40	NR41	Main	City ...	Full ...	29-SE...	SEP	New...	All
<input type="checkbox"/>	Accounting and German	BA (H...	E55-V58	NR42	Main	City ...	Full ...	29-SE...	SEP	New...	All
<input type="checkbox"/>	Accounting and Spanish	BA (H...	Z14-F04	NR44	Main	City ...	Full ...	29-SE...	SEP	New...	All
<input type="checkbox"/>	Business with Accounting	BA (H...	K77-T19	N1N4	Main	City ...	Full ...	29-SE...	SEP	New...	All

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Selected

- Click the **Add selected to list** button in the **Selected** pane. The course(s) you selected in step 2 will now be listed in the **Selected** pane.

Selected

	Programme	Qual	Prog-code	App-co	Sub-opt	Venue	SMA	Joining da	Start n	Purpo	Vacancy
<input checked="" type="checkbox"/>	Accounting and Finance	BA (H...	S22-J94	N420	Main	City ...	Ful...	29-SE...	SEP	Ne...	UK a...
<input checked="" type="checkbox"/>	Accounting and Finance	BA (H...	S22-J94	N420	Main	City ...	Ful...	29-SE...	SEP	Ne...	UK a...

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Update vacancy status

Update vacancy status for selected courses to: *



If you selected more than one course from your search result, they will all be listed in the **Selected** pane. You can only bulk update all courses selected to a single new vacancy status. If some courses require a different vacancy status to others, remove the courses requiring a different vacancy status and update those separately.



If multiple courses are to be assigned the same status, then you can select them all by ticking the checkboxes to move them all to the **Selected** pane at the same time.

- With the required course(s) ticked, select the vacancy status required from the **Update vacancy status for selected courses** to drop-down menu and click **Apply changes**.

Use Table 5-3 for guidance to assign status to courses.

The screenshot shows a web interface with a table of selected courses. The table has columns for Programme, Qual, Prog-code, App-coc, S, date, Start mo, Purpos, and Vacancy. Two rows are visible, both for 'Accounting and Finance' with 'BA (H...)' qualification and 'S22-J94' programme code. The first row is checked. A dropdown menu is open over the table, showing options: 'UK excluding Scotland', 'UK excluding Northern Ireland', 'UK (excluding Scotland) and International', 'UK and EU', 'All', 'UK (excluding NI) and International', 'International Only', and 'None'. The 'UK and EU' option is selected. Below the table is a section titled 'Update vacancy status' with a label 'Update vacancy status for selected courses to: *' and a dropdown menu currently showing 'UK and EU'. At the bottom, there are 'Cancel' and 'Apply changes' buttons.



Note that if, at any point, you click on the **Cancel** button in the bottom left corner of the screen, all changes will be lost and search results will be cleared.

Table 5-3: Vacancy status of programmes

Status	Details
UK excluding Scotland	Select this option for a course to be displayed on the search tool as being available to UK applicants from England, Wales and Northern Ireland only, excluding applicants in Scotland.
UK excluding Northern Ireland	Select this option for a course to be displayed on the search tool as being available to UK applicants excluding those in Northern Ireland.
UK (excluding Scotland) and International	Select this option for a course to be displayed on the search tool as being available to UK applicants from England, Wales and Northern Ireland only but excluding applicants in Scotland, and including International applicants.
UK and EU	Select this option for a course to be displayed on the search tool as being available to UK (England, Wales, Scotland and

	Northern Ireland) and European Union applicants only.
All	Select this option for a course to be displayed on the search tool as being available to applicants, regardless of domicile.
UK (excluding NI) and International	Select this option for a course to be displayed on the search tool as being available to UK applicants from England, Scotland and Wales but excluding those in Northern Ireland, and including International applicants.
International Only	Select this option for a course to be displayed on the search tool as being available to international applicants only.
None	Select this option to make a course unavailable for applications. This means that when students search for this programme, it will appear in the search results but will display a message to say it is closed to applicants.

5.1.1.2 Bulk updating of vacancy status

Course Collect allows you to update the vacancy status of courses in bulk. This feature saves you time as there is no limit to the number of courses you can update in bulk.

To update courses in bulk:

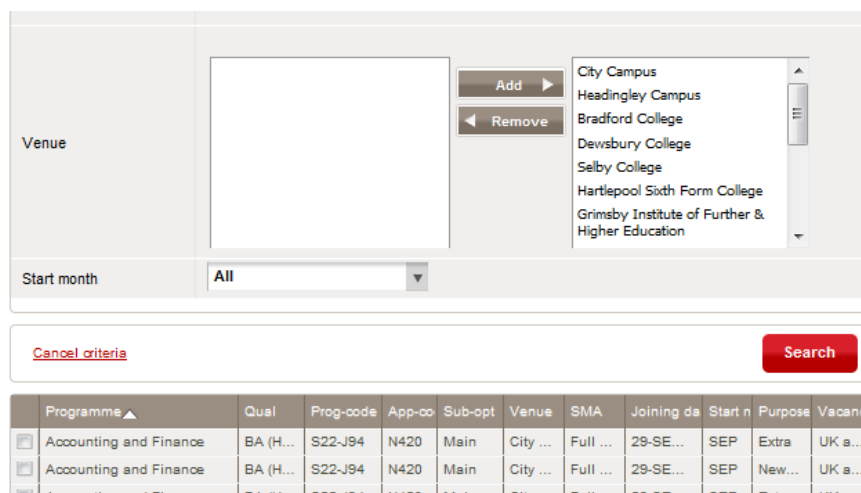
1. Select details of programmes by using the search function as per Section 5.1.1.1 but only specify the following search criteria and leave the others blank.

Table 5-4: Bulk updating search criteria

Criteria	Options
Scheme	There will only be one option here based on your Provider ID. This means conservatoires will only see CUKAS. All other providers will only see UCAS in the drop-down menu.

<p>Intake</p>	<p>Select the intake cycle with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015.</p> <p>You can only search for programmes in a single intake at a time.</p> <p>Note: It is not possible to update the vacancy status of any programme until after the relevant Equal Consideration Deadline Date has passed.</p>
<p>Vacancy purpose</p>	<p>Choose one of the three options, although depending on the point in the application cycle, all the options may not be available. You may also select more than one option. If you select more than one option, the list of vacancy statuses displayed will only contain those vacancy statuses available for <u>both</u> options selected. If you cannot see the vacancy status you require, try searching again with only one vacancy purpose selected.</p> <ul style="list-style-type: none"> i. Select New applications to search for programmes with vacancies for new applicants (those who are not in Extra) ii. Select Extra to search for programmes with vacancies for applicants applying through Extra. iii. Select Clearing to search for programmes with vacancies in Clearing. This option will only be available for selection while Clearing is open.

2. Once you have specified the mandatory search criteria, click the **Search** button. The search results will be displayed at the bottom of the screen.



- You can now select the courses on any given page by navigating to that page and clicking the **Select all on this page** option. Or you can select all courses by clicking the **Select all** option. Click on the **Add selected to list** button and the courses selected will then be listed in the **Selected** pane.

<input checked="" type="checkbox"/>	Architectural Technology	BSc (...)	M17-Q13	K130	Main	City ...	Full ...	29-SE...	SEP	Extra	All
<input checked="" type="checkbox"/>	Architectural Technology	BSc (...)	M17-Q13	K130	Main	City ...	Full ...	29-SE...	SEP	New...	All
<input checked="" type="checkbox"/>	Architectural Technology	BSc (...)	M17-Q13	K130	Main	City ...	Full ...	29-SE...	SEP	Extra	All
<input checked="" type="checkbox"/>	Architectural Technology	BSc (...)	M17-Q13	K130	Main	City ...	Full ...	29-SE...	SEP	New...	All
<input checked="" type="checkbox"/>	Architecture	BA (H...	D60-T33	K100	Main	City ...	Full ...	29-SE...	SEP	Extra	All
<input checked="" type="checkbox"/>	Architecture	BA (H...	D60-T33	K100	Main	City ...	Full ...	29-SE...	SEP	New...	All

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- Select the required vacancy status from the **Update vacancy status for selected courses** to drop-down menu and click **Apply changes**.

	Programme	Qual	Prog-code	App-coc	Sub-opt	Venue	SMA	Joining date	Start m	Purpos	Vacancy
<input checked="" type="checkbox"/>	Ancient History/English Lite...	BA (H...	W24-K29	QV31	Main	Main...	Full...	24-SEP...	SEP	Ne...	UK a...
<input checked="" type="checkbox"/>	Ancient History/Religious S...	BA (H...	A39-I61	VVQ1	Main	Main...	Full...	24-SEP...	SEP	Ne...	All
<input checked="" type="checkbox"/>	Ancient History/Spanish (4 ...	BA (H...	W14-D20	RV4C	UK excluding Scotland			EP...	SEP	Ne...	UK (...)
<input checked="" type="checkbox"/>	Archaeology	BSc (...)	W89-A30	F402	UK excluding Northern Ireland			EP...	SEP	Ne...	UK (...)
<input checked="" type="checkbox"/>	Archaeology	BA (H...	V04-C77	F400	UK (excluding Scotland) and International			EP...	SEP	Ne...	All

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Update vacancy status

Update vacancy status for selected courses to: *

- UK and EU
- All
- UK (excluding NI) and International
- International Only
- None
- All

[Cancel](#)



Another way to update vacancy status in bulk is to select programme groups. See Section 5.1.2.

5.1.2 Update vacancy status of programme groups

Course Collect allows you to update the vacancy status of entire programme groups by using the **Programme groups** tab in the **Manage vacancies** page.

5.1.2.1 Search for programme groups and assign new status

To search for a programme group and update status:

1. Click the **Programme groups** tab in the **Manage vacancies** page and specify the search criteria. Use Table 5-5 for guidance to specify your search criteria.

The screenshot shows the 'Manage vacancies' page in the UCAS Course Collect system. The user is logged in as Motia Khan. The page has a navigation menu with 'Vacancies' selected. On the left, there are buttons for 'Course joining dates' and 'Manage vacancies'. The main area is titled 'Search for programmes to maintain their vacancy status' and has two tabs: 'Programmes' and 'Programme groups', with the latter selected. The search criteria are as follows:

- Scheme:** UCAS
- Intake:** 2014 (selected), 2015
- Programme group:** A list of options including 100 HND, 110 ENGINEERING FOUNDATION, 120 DIPLOMA-DEGREE BRIDGING COURSES, BA/BSc HONOURS (top-up), 130 INDIVIDUALISED PROGRAMMES OF STUDY, and 131 BEng HONOURS. The option '10 BA HONOURS' is currently selected in the right-hand box.
- Vacancy purpose:** New applications (checked), Extra, Clearing
- Venue:** A list of options including Headingley Campus, Selby College, City Campus, Bradford College, Dewsbury College, Hartlepool Sixth Form College, Grimsby Institute of Further & Higher Education, Headingley Campus, and Craven College.
- Start month:** All

At the bottom of the search area, there are buttons for 'Cancel criteria', 'Search', 'Cancel', and 'Apply changes'.



Motia Khan | [Switch to UCAS View](#) | [View legacy notes](#) | [Logout](#)

Programme code / Legacy code

[Help](#) Mandatory field*

- Home
- Provider profile
- Venues
- Programmes & courses
- Vacancies**
- Entry requirements
- Fees & financial support
- Contacts
- User accounts

Course joining dates

[Manage vacancies](#)

Search for programmes to maintain their vacancy status

Scheme *

Intake * 2014 2015

Programme group

- 10 BA HONOURS
- 100 HND
- 110 ENGINEERING FOUNDATION
- 120 DIPLOMA-DEGREE BRIDGING COURSES, BA/BSc HONOURS (top-up)
- 130 INDIVIDUALISED PROGRAMMES OF STUDY

Vacancy purpose *

New applications Extra Clearing

Venue

- City Campus
- Headingley Campus
- Bradford College
- Dewsbury College
- Selby College
- Hartlepool Sixth Form College
- Grimsby Institute of Further & Higher Education

Start month

[Cancel criteria](#)

Table 5-5: Programme groups search criteria

Criteria	Options
Scheme	There will only be one option here based on your Provider ID. This means conservatoires will only see CUKAS. All other providers will only see UCAS in the drop-down menu.
Intake	<p>Select the intake cycle with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015.</p> <p>You can only search for programmes in a single intake at a time.</p> <p>Note: It is not possible to update the vacancy status of any programme until after the relevant Equal Consideration Deadline Date has passed.</p>
Programme group	Click on the name of one or more programme groups in the left-hand list, then click Add to move them to the right-hand list. Programmes within the programme groups on the right will be added to the Selected pane at the bottom of the screen.
Vacancy purpose	<p>Choose one of the three options, although depending on the point in the application cycle, all the options may not be available. You may select more than one option. If you select more than one option, the list of vacancy statuses displayed will only contain those vacancy statuses available for <u>both</u> options selected. If you cannot see the vacancy status you require, try searching again with only one vacancy purpose selected.</p> <ol style="list-style-type: none"> i. Select New applications to search for programmes with vacancies for new applicants (those who are not in Extra). ii. Select Extra to search for programmes with vacancies for applicants applying through Extra. This option will only be available for selection while Extra is open. iii. Select Clearing to search for programmes with vacancies in Clearing. This option will only be available for selection while Clearing is open.
Venue	If applicable select the venue(s) of your provider that you want to update the vacancy status of by highlighting the venues listed on the left and clicking the Add button or to remove the

	venue, highlight from the list on the right and click the Remove button Note the Venue field will show the venues you entered in the Venues section of Course Collect. If no venues were entered, no options will be presented.
Start month	You can reduce the number of programmes that are listed by specifying a Start month using the drop-down menu.



You do not have to complete all the fields but the ones marked with an asterisk* are mandatory. However, it is recommended that you complete as many fields as you can in order to narrow down the search result.

- When you have compiled your search criteria, click **Search**. All courses in the selected programme groups that match your search criteria are listed in the lower part of the screen.

Programme	Qual	Prog-code	App-oo	Sub-opt	Venue	Intake	Joining da	Start mc	Purpose	Vacancy
<input checked="" type="checkbox"/> Accounting and Finan...	BA (H...	S22-J94	N420	Main	City ...	2014	29-SE...	SEP	New ...	UK a...
<input checked="" type="checkbox"/> Accounting and Finan...	BA (H...	S22-J94	N420	Main	City ...	2014	29-SE...	SEP	New ...	UK a...
<input checked="" type="checkbox"/> Animation	BA (H...	D59-A89	W615	Main	City ...	2014	29-SE...	SEP	New ...	All
<input checked="" type="checkbox"/> Animation	BA (H...	D59-A89	W615	Main	City ...	2014	29-SE...	SEP	New ...	All
<input checked="" type="checkbox"/> Architecture	BA (H...	D60-T33	K100	Main	City ...	2014	29-SE...	SEP	New ...	All
<input checked="" type="checkbox"/> Business Studies	BA (H...	R38-X48	N100	Main	City ...	2014	29-SE...	SEP	New ...	All



By default all the courses that match your search criteria will be selected automatically for updating. This is shown by a tick in the checkbox on the right. At this stage, if required, you can remove courses from being updated by un-ticking the respective checkboxes.

3. Select the required vacancy status from the **Update vacancy status for selected courses** to drop-down menu and click **Apply changes**.

Programme	Qual	Prog-code	App-coc	Sub-opt	Venue	SMA	Joining date	Start m	Purpose	Vacancy
<input checked="" type="checkbox"/> Architecture	BSc (...)	I39-K86	K100	Main	Main...	Full T...	24-SEP...	SEP	Clea...	All
<input checked="" type="checkbox"/> Pharmacy	MPha...	F65-Z10	B230				24-SEP...	SEP	Clea...	All

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Update vacancy status
 Update vacancy status for selected courses to: *

UK excluding Scotland
 UK excluding Northern Ireland
All
 UK (excluding Scotland) and International
 International Only
 None
 UK and EU
 UK (excluding NI) and International

[Cancel](#)

Use Table 5-6 for guidance to assign vacancy status.

Table 5-6: Vacancy status of programme groups

Status	Details
UK excluding Scotland	Select this option for a course to be displayed on the search tool as being available to UK applicants from England, Wales and Northern Ireland only, excluding applicants in Scotland.
UK excluding North Ireland	Select this option for a course to be displayed on the search tool as being available to UK applicants excluding those in Northern Ireland.
UK (excluding Scotland) and International	Select this option for a course to be displayed on the search tool as being available to UK applicants from England, Wales and Northern Ireland only but excluding applicants in Scotland, and including International applicants.
UK and EU	Select this option for a course to be displayed on the search tool as being available to UK (England, Wales, Scotland and Northern Ireland) and European Union applicants only.

All	Select this option for a course to be displayed on the search tool as being available to applicants, regardless of domicile.
UK (excluding NI) and International	Select this option for a course to be displayed on the search tool as being available to UK applicants from England, Scotland and Wales but excluding those in Northern Ireland, and including International applicants.
International Only	Select this option for a course to be displayed on the search tool as being available to international applicants only.
None	Select this option to make a course unavailable for applications. This means that when students search for this programme, it will appear in the search results but will display a message to say it is closed to applicants.



*Note that if, at any point, you click on the **Cancel** button in the bottom left corner of the screen, all changes will be lost and search results will be cleared.*

5.2 Course joining dates

Each course entered in Course Collect has a joining date, which you can update if required.

Use the **Course joining dates** navigation button to manage course joining dates including:

- Manage joining dates of individual programmes
 - Search for course joining dates associated with a programme
 - Change joining date
 - Add a new date
 - Delete a date
- Change joining dates for a selection of courses



*The **Course joining dates** navigation button is linked to the Programmes & courses section. In the **Programmes & courses** section, you can click a button called **View course joining dates** which shows joining dates associated with the course.*

5.2.1 Manage joining dates of individual programmes

5.2.1.1 Search for course joining dates associated with a programme

To search for joining dates associated with a programme:

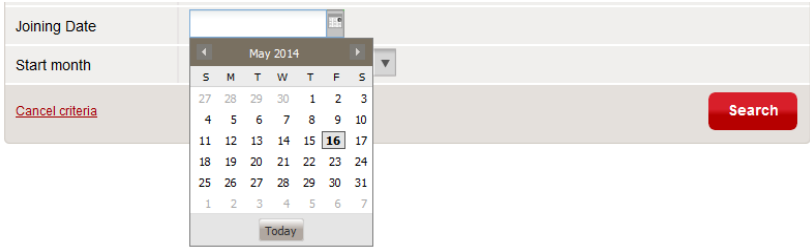
1. Search for the programme you wish to update by specifying your search criteria using Table 5-7 for guidance if required.



The scheme (UCAS or CUKAS) on this page is predefined based on your Provider ID and therefore this criterion will not be available to specify.

Table 5-7: Course joining dates search criteria

Criteria	Options
Intake	<p>Select the intake cycle with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015.</p> <p>You can only search for programmes in a single intake at a time. The default is the current active intake.</p>

<p>Programme</p>	<p>Type the title of the programme in the Programme field. You can type part of the title and the system will list all the courses beginning with the letters entered if no other search criteria are specified.</p>
<p>Programme code / Application code</p>	<p>Enter the application code to narrow down the search result to a single programme. If you leave this field blank, the search result will show all the programmes with the title specified in the Programme field.</p>
<p>Venue</p>	<p>If applicable select the venue(s) relevant to the course by highlighting the venues listed on the left and clicking the Add button or to remove the venue, highlight from the list on the right and click the Remove button.</p> <p>Note: The Venue field will show the venues you entered in the Venues page of Course Collect. If no venues were entered, no options will be presented.</p>
<p>Joining Date</p>	<p>This is the start date of the course. You can select an exact date using the calendar:</p>  <p>Alternatively, you can enter the date manually in “dd/mm/yyyy” format.</p>
<p>Start month</p>	<p>You can reduce the number of programmes that are listed by specifying a Start month using the drop-down menu.</p>

- When you have specified your search criteria click the **Search** button.

All the joining dates associated with the selected course or courses will appear at the bottom of the screen, displaying the start month details. If you are viewing the joining date details within the **Programmes and courses** tab, you will also see whether the course is open for deferred entry.

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014	29/09/2014	SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTSA	City Cam...	2014	29/09/2014	SEP

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Selected

3. Select the course you want to manage dates for by ticking the respective checkbox and click **Add selected to list**. The course will be listed in the **Selected** section of the screen.

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014	29/09/2014	SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTSA	City Cam...	2014	29/09/2014	SEP

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Selected

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014	29/09/2014	SEP

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You can now update joining dates, add new joining dates or delete joining dates.

5.2.1.2 Add a new joining date

To add a new joining date to a course:

1. Search for the course specifying your search criteria as per Section 5.2.1.1.
2. Ensure the required course(s) are ticked in the **Selected** section and click the **Update joining dates** button.
3. Click the **Add new joining date** button.

Selected Add selected to list

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input checked="" type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014	29/09/2014	SEP

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Delete joining dates Add new joining date Update joining dates

4. Complete the entries in the **Joining Dates** section. Use Table 5-8 for guidance.

Joining Dates

Joining date	<input type="text"/>
Start month *	<input type="text" value="Please select"/>
Further information	<div style="border: 1px solid #ccc; height: 40px;"></div>
Open for deferred entry	<input type="radio"/> Yes <input type="radio"/> No

Cancel
Save

Table 5-8: Joining dates fields

Field	Use
Joining date	This is the specific day that the course is due to begin
Start month	This is the month that the course is due to begin
Further details	Enter any additional information if applicable. Note: Do not enter URLs here.
Open for deferred entry	Select Yes if entry on to the course can be deferred by an applicant if required. Select No if entry on to the course cannot be deferred.

5.2.1.3 Update joining date

To update the joining date of a course

1. Search for the course specifying your search criteria as per Section 5.2.1.1.
2. Ensure the required course(s) are ticked in the **Selected** section and click the **Update joining dates** button.

Selected Add selected to list

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input checked="" type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014	29/09/2014	SEP

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Delete joining dates
Add new joining date
Update joining dates

3. This expands the **Joining dates** section of the screen where you can update the exact joining date as well as the start month. Make changes as required, such as:
 - Change the exact course start date using the calendar option or enter the date manually in the format dd/mm/yyyy.

Joining Dates

Course start date

Start month *

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Today

Further details

Open for deferred entry

- Specify the course start month (mandatory field).

Joining Dates

Course start date

Start month *

JAN

FEB

MAR

APR

MAY

JUN

JUL

AUG

SEP

Further details

Open for deferred entry

- Enter any further information in the **Further information** field if required.



Do not add URLs in the **Further information** field. Users should only include URLs in the specific URL fields as only these fields will show as live links within the search tool.

Further information	<input type="text"/>
Open for deferred entry	<input type="radio"/> Yes <input type="radio"/> No
Cancel	
<input type="button" value="Save"/>	

- Update the **Open for deferred entry** field if required. Select **Yes** if entry on to the course can be deferred by an applicant if required. Select **No** if entry on to the course cannot be deferred.
- Please select the appropriate option here to ensure that when our other products and services are aligned to this detail, it will be used as expected. Currently, this information does not determine whether an applicant can apply for deferred entry and is not displayed on the search tool.

4. When you have finished making changes click **Save**.

5.2.1.4 Delete a joining date

To delete a joining date from a course:

1. Search for the course specifying your search criteria as per Section 5.2.1.1 and click on the date detail row that you want to delete.
2. Ensure the required course(s) are ticked in the **Selected** section and click the **Update joining dates** button.
3. Click the **Delete joining date** button.

Selected

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input checked="" type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014	29/09/2014	SEP

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There is no undo feature. Once you delete a joining date, it will be deleted permanently and you can only add it back again as a new joining date.



You cannot delete the last remaining date record from a course. All courses must have at least one date record associated with them.

5.2.2 Manage joining dates of a selection of programmes

It is possible to manage the joining dates of several courses at the same time. This feature saves you time as it is possible to change / add / delete dates for entire intakes in a scheme, or you can manage dates for entire programme groups.

5.2.2.1 Search for courses within a programme group

To search for courses within a programme group in order to manage the joining dates:

1. Click the **Course joining dates** navigation button and select the **Programme groups** tab in the **Manage course joining dates** screen.
2. Search and select details of your courses by specifying your search criteria following instructions a-e below:

- a) Select the intake using the radio buttons. This is a mandatory criterion that must be specified. The default is the current active intake.



To return all courses for this intake, no further selections need to be made. You should only make further selections to further narrow down your search result.

- b) Select programme group to narrow the search to a specific programme group, by highlighting the programme group on the right and clicking the **Add** button. To remove click the **Remove** button.
 - c) Select the venue the course is being offered at to further narrow search results.
 - d) Choose the joining date using the calendar to further narrow search results, or enter a date manually in the format dd/mm/yyyy.
 - e) Choose the start month to further narrow the search results
3. Once you have specified your search criteria, click **Search** and the search result will appear at the bottom of the screen.

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTSA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S78-W40	NR41	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	E55-V58	NR42	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	Z14-F04	NR44	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Animation	BA (Hons)	D59-A89	W615	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Animation	BA (Hons)	D59-A89	W615	Main	FTSA	City Cam...	2014		SEP

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4. From your search results, select the courses you want to change the joining dates of by ticking the respective checkboxes.

You can now update joining dates, add new joining dates or delete joining dates.

5.2.2.2 Add a new joining date for courses within a programme group

To add a joining date to a selection of courses:

1. Select the **Programme groups** tab in the **Course joining dates** section and search for the required courses as per Section 5.2.2.1.

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTSA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S78-W40	NR41	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	E55-V58	NR42	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	Z14-F04	NR44	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Animation	BA (Hons)	D59-A89	W615	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Animation	BA (Hons)	D59-A89	W615	Main	FTSA	City Cam...	2014		SEP

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2. Ensure the required course(s) are selected from your search results by ticking the respective check boxes.
3. Click the **Add new joining date** button.
4. Complete the entries in the **Joining dates** section. Use Table 5-9 for guidance.

Joining Dates

Joining date

Start month *

Further information

Open for deferred entry Yes No

Table 5-9: Joining dates fields – programme groups

Field	Use
Joining date	This is the specific day that the course is due to begin
Start month	This is the month that the course is due to begin
Further information	Enter any additional information if applicable. Note: Do not enter URLs here.

Open for deferred entry	Select Yes if entry on to the course can be deferred by an applicant if required. Select No if entry on to the course cannot be deferred.
--------------------------------	--

5.2.2.3 Update joining dates of courses within a programme group

To change the joining date of a selection of courses:

1. Select the **Programme groups** tab in the **Course joining dates** section and search for the required courses as per Section 5.2.2.1.

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTSA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S78-W40	NR41	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	E55-V58	NR42	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	Z14-F04	NR44	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Animation	BA (Hons)	D59-A89	W615	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Animation	BA (Hons)	D59-A89	W615	Main	FTSA	City Cam...	2014		SEP

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2. Ensure the required course(s) are selected from your search results by ticking the respective check boxes.
3. Click the **Update joining dates** button. This expands the **Joining Dates** section of the screen where you can update exact joining dates as well as the start month. Make changes as required, such as:
 - Change the exact course start date using the calendar option or enter the date manually in the format dd/mm/yyyy.

- Specify the course start month (mandatory field).

- Enter any further information in the **Further information** field if required.



*Do not add URLs in the **Further information** field. Users should only include URLs in the specific URL fields as these will show as live links within the search tool.*

- Update the **Open for deferred entry** field if required. Select **Yes** if entry on to the course can be deferred by an applicant if required. Select **No** if entry on to the course cannot be deferred.

4. Click **Save** when you have finished making the required changes.

5.2.2.4 Delete joining dates for courses within a programme group

To change the joining date of a selection of courses:

1. Select the **Programme groups** tab in the **Course joining dates** section and search for the required courses as per Section 5.2.2.1.

	Programme	Qual	Prog-code	App-code	Subj-opt	Study mode	Venue	Intake	Joining date	Start month
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTSA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S22-J94	N420	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	S78-W40	NR41	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	E55-V58	NR42	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Accounti...	BA (Hons)	Z14-F04	NR44	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Animation	BA (Hons)	D59-A89	W615	Main	FTA	City Cam...	2014		SEP
<input type="checkbox"/>	Animation	BA (Hons)	D59-A89	W615	Main	FTSA	City Cam...	2014		SEP

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2. Ensure the required course(s) are selected from your search results by ticking the respective check boxes.
3. Click the **Delete joining dates** button.



There is no undo feature. Once you delete a joining date, it will be deleted permanently and you can only add it back again as a new joining date.



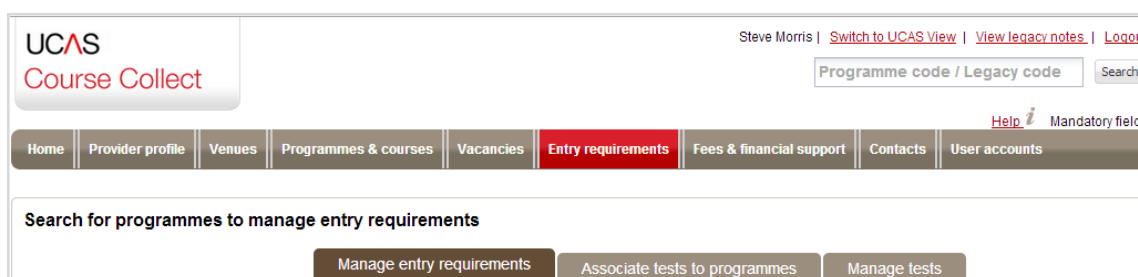
You cannot delete the last remaining date record from a course. All courses must have at least one date record associated with them.

6. Entry requirements

The **Entry requirements** section allows you to specify entry requirements and other details for your programmes. You can also specify tests that must be completed and associate those tests with your programmes.

The **Entry requirements** section includes three tabs:

- Manage entry requirements
- Associate tests to programmes
- Manage tests



Each tab includes a number of screens associated with a number of different functions as summarised in Table 6-1 below.

Table 6-1: Entry requirements tabs and sections


Section / Tab / Screen	Core function	Instructions
Manage entry requirements tab	View, edit, add or delete entry requirements	Section 6.1
Search for programmes to manage entry requirements screen	Find and select the programme for which you want to enter entry requirements	Section 6.1.1
General academic entry requirements screen (General requirement button)	Enter and manage general academic entry requirements, including editing and deleting	Section 6.1.2
Search and manage academic qualification requirements screen (Specific qualification button)	Select the qualification for which you want to enter / edit requirements	Section 6.1.3

Copy entry requirements screen (Copy button)	Copy requirements between programmes	Section 6.1.4
Non-academic entry requirement set screen	Enter non-academic entry requirements	Section 6.1.5
Associate tests to programmes tab	Associate tests with programmes	Section 6.2
Admissions tests associations screen	Select the programme for which you want to create tests	Section 6.2.1
Admissions test requirements screen	View or create test associations	Section 6.2.2
Manage tests tab	Create and edit tests	Section 6.3
Manage admissions tests screen	Select the test you want to edit	Section 6.3.1



Each section / screen is accessed via the relevant navigation button usually on the left of the screen.



Where available, the help icon  next to the fields can be clicked for further information.

6.1 Manage entry requirements

The **Manage entry requirements** tab allows you to specify entry requirements for your programmes as well as to view, edit or create entry requirements.

There are two types of entry requirements:

- **Academic:** Academic requirements are any formal qualifications that an applicant requires to enter a programme, for example GCE A level.
- **Non-academic:** Non-academic requirements are any additional requirements that an applicant must have to enter the programme or may have to complete in order to enter the programme, for example previous experience or an interview.



We encourage providers to update both academic and non-academic entry requirements where possible.

In order to manage non-academic and academic entry requirements for your programmes including editing details, adding a new entry requirement etc., you must find your programme first from the list displayed in the **Manage entry requirements** section.

If there is more than one programme, you can use the search function in the **Manage entry requirements** tab to narrow down the list or even to find a specific programme using the programme code.

6.1.1 Search for programmes to manage entry requirements

The **Manage entry requirements** tab lists the criteria you can select to choose a programme. All programmes are listed in the bottom part of the screen.

Programme	Qualification	Prog-code	App-code	Subj-opt	Prog-status	Prog-stage	Intake	Entry requirement
Accounting and Finance	BA (Hons)	S22-J94	N420	Main	Running	First year entry	2014	Yes
Accounting and Finance	BA (Hons)	S22-J94	N420	Main	Running	First year entry	2014	Yes

To search for programme or to reduce the list to a more manageable size:

1. Specify your search criteria.



*You do not have to specify all the criteria but the mandatory ones are marked * must be completed. We recommend that you specify as many criteria as possible in order to narrow down the search result. Use Table 6-2 for guidance to specify your search criteria.*

Table 6-2: Entry requirements search criteria

Criteria	Options
Entry requirement type	Select either Academic or Non-Academic , depending on the type of requirements you want to view or change. The screens you see upon selection vary between the two types.
Intake	Select the intake cycle with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015 .
Programme	You can reduce the number of programmes that are listed by specifying a Programme title. Type any part of the programme name. After you have typed the first four characters, you will be offered a list of programmes from which you can select a specific programme; alternatively, you can search for all programmes that include the text you have typed.
Programme code / Application code	As an alternative to specifying a programme title, you can enter a programme code or application code . If you use this option, you must enter a full programme code or application code; the system will only search for programmes that exactly match a particular code.
Include discontinued programmes	By default this is set to No . If you want to search for discontinued programmes as well as those that are currently running, click Yes .

- When you have completed your search criteria, click **Search** or press enter on your keyboard. All programmes that match the criteria you have specified are listed in the lower part of the screen.

Programme code / Application code

Include discontinued programmes?: Yes No

[Cancel criteria](#) **Search**

Programme	Qualification	Prog-code	App-code	Subj-opt	Prog-status	Prog-stage	Intake	Entry requireme
Biomedical Sciences	BSc (Hons)	K28-A88	B900	Main	Running	First year entry	2014	Yes
Biomedical Sciences	FdSc	K32-J91	B901	Main	Running	First year entry	2014	Yes
Biomedical Sciences (Hu...	BSc (Hons)	Q34-F91	C900	Main	Running	First year entry	2014	Yes
Biomedical Sciences (Mi...	BSc (Hons)	D57-S36	CC57	Main	Running	First year entry	2014	Yes
Biomedical Sciences (Ph...	BSc (Hons)	R89-Q55	BB12	Main	Running	First year entry	2014	Yes
Integrated Masters in Bio...	MBiomedSci	Z58-U19	C467	Main	Running	First year entry	2014	Yes

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3. Click the required programme from the search result. The entry requirements are displayed.



Course information displayed for academic and non-academic programme varies. You will see different screens depending on whether you chose Academic or Non-academic as search criteria.

All screens include a yellow bar at the top that shows the number of programmes to which these requirements apply.

UCAS Course Collect

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Programme code / Legacy code

[Home](#) | [Provider profile](#) | [Venues](#) | [Programmes & courses](#) | [Vacancies](#) | **Entry requirements** | [Fees & financial support](#) | [Contacts](#) | [User accounts](#)

General requirement ▶

Specific qualification

General academic entry requirements
Biomedical Sciences (Main) 2014, K28-A88 (B900) First year entry (StageCode: 1)

! This academic entry requirement set applies to 1 course(s) **Show** ▼

Click on the **Show** button on the right of the bar to expand the list of courses.

If the courses are listed, click on the **Hide** button to hide them again.



*If your search result does not include the programme you are looking for, check the search criteria, make any necessary changes and search again by clicking the **Search** button.*

You can now manage entry requirements including edit and delete them (see Section 6.1.2) or search for and manage specific qualifications (see Section 6.1.3)

6.1.2 General academic entry requirement management

This section provides details on academic entry requirements management. **Only use this section if you selected academic entry requirement as a search criteria.**



For instructions on non-academic entry requirement management, see Section 6.1.5.

Academic course entry requirement details are displayed across two sub-sections, each with its own navigation button on the left.

- **General requirement** section shows general information on the entry requirement. Use this section to view or edit general entry requirements
- **Specific qualification** section shows information about specific qualifications attached to the course. Use this section to view or edit the specific entry requirements.

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Programme code / Legacy code

[Home](#)

[Provider profile](#)

[Venues](#)

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[General requirement](#)

[Specific qualification](#)

General academic entry requirements
 Biomedical Sciences (Main) 2014, K28-A88 (B900) First year entry (StageCode: 1)

!
This academic entry requirement set applies to 1 course(s)
Show ▼

Tariff points	
Open access:	<input type="radio"/> Yes <input type="radio"/> No
Open access details:	<input type="text"/>
Tariff points:	<input type="text" value="300"/> <input type="text" value="max"/>
Scottish Tariff points:	<input type="text" value="300"/> <input type="text" value="max"/>
Diploma Tariff points:	<input type="text" value="300"/> <input type="text" value="max"/>
Requirements from volume and depth of study at GCE A level or equivalent	
Minimum points required:	<input type="text" value="200"/>
Number of units:	Required <input type="text" value="2"/> Preferred <input type="text" value="2"/>
Other entry requirements	
HND required:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Foundation degree acceptable:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Diploma in Foundation Studies required?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Progression Agreement exists:	<input type="radio"/> Yes <input type="radio"/> No
Progression Agreement information:	<input type="text"/>

You can click the **Show** button on the right of the bar to expand the list of courses. If the courses are listed, click on the **Hide** button to hide them again.

6.1.2.1 Edit general academic entry requirements

To edit general academic entry requirements:

1. Search for the entry requirement and load details on screen as per Section 6.1.1.

The screenshot shows the UCAS Course Collect interface for editing general academic entry requirements. The page title is "General academic entry requirements" for "Biomedical Sciences (Main) 2014, K28-A88 (B900) First year entry (StageCode: 1)". A yellow banner indicates that the requirement set applies to 1 course(s). The form is divided into several sections:

- Tariff points:** Includes radio buttons for "Open access" (Yes/No), a text field for "Open access details", and input fields for "Tariff points", "Scottish Tariff points", and "Diploma Tariff points", each with a "max" dropdown.
- Requirements from volume and depth of study at GCE A level or equivalent:** Includes a "Minimum points required" field (set to 200) and "Number of units" for "Required" and "Preferred" (both set to 2).
- Other entry requirements:** Includes radio buttons for "HND required", "Foundation degree acceptable", "Diploma in Foundation Studies required?", and "Progression Agreement exists". It also has text areas for "Progression Agreement information", "Curriculum for Excellence policy", "English Baccalaureate policy", "Unit grade policy" (with a pre-filled message: "The University does not intend to use unit grade information for offer making or selection purposes."), and "Entry point specific requirement" (with a pre-filled note: "Please note: we may use selection criteria based on your personal attributes; experience and/or commitment to the area of study. This information will be derived from your personal statement and...").

At the bottom of the form are buttons for "Cancel", "Copy", "Delete academic entry requirements", and "Save".

2. Click the **General requirement** navigation button.

3. Edit the field entries as required using Table 6-3 for guidance.

Table 6-3: General requirement fields

Field	Use
Tariff points	
Open access	Click Yes or No depending on whether this is an open access programme.
Open access details	If you have selected Yes for Open access , you can specify the open access details.
Tariff points	Enter the minimum Tariff points in the left-hand box and the maximum points in the right-hand box. The maximum field must contain a higher value than the minimum field.
Scottish Tariff points	Enter the minimum Scottish Tariff points in the left-hand box and the maximum points in the right-hand box. The maximum field must contain a higher value than the minimum field.
Diploma Tariff points	Enter the minimum Diploma Tariff points in the left-hand box and the maximum points in the right-hand box. The maximum field must contain a higher value than the minimum field.
Requirements from volume and depth of study at GCE A level or equivalent	
Minimum points required	The minimum points obtained from qualifications with the volume and depth of study at GCE A level or equivalent required for this programme.
Number of units	The left-hand box contains the minimum number of units required; the right-hand box contains the preferred number of units (which may be the same or higher).
Other entry requirements	
HND required	Specify whether an HND is accepted as entry to this programme.
Foundation degree	Specify whether a foundation degree is accepted as

acceptable	entry to this programme.
Diploma in Foundation Studies required	Specify whether a Diploma in Foundation Studies is accepted as entry to this programme.
Progression Agreement exists	Specify whether a Progression Agreement exists.
Progression Agreement information	If your provider has Progression Agreements with any FE colleges give details of the colleges and their programmes.
Curriculum for Excellence policy	Specify the provider's Curriculum for Excellence policy.
English Baccalaureate policy	Specify the provider's English Baccalaureate policy.
Unit grade policy	Specify the provider's unit grade policy.
Entry point specific requirement	Specify any further requirements that are specific to an entry point in the programme.

4. After you have made changes to the entry requirements, click the red **Save** button at the bottom of the screen. A green bar at the top of the screen displays a message to tell you that the requirements have been successfully updated.

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Programme code / Legacy code

[Home](#) | [Provider profile](#) | [Venues](#) | [Programmes & courses](#) | [Vacancies](#) | **[Entry requirements](#)** | [Fees & financial support](#) | [Contacts](#) | [User accounts](#)

[Help](#) / Mandatory field*

General requirement

Specific qualification

✓ Academic entry requirement information has been saved

General academic entry requirements

Biomedical Sciences (Main) 2014, K28-A88 (B900) First year entry (StageCode: 1)

! This academic entry requirement set applies to 1 course(s) Show ▼

Tariff points	
Open access:	<input type="radio"/> Yes <input type="radio"/> No
Open access details:	<input style="width: 100%;" type="text"/>
Tariff points:	<input style="width: 80%;" type="text" value="300"/> <input style="width: 15%; text-align: center;" type="text" value="max"/>
Scottish Tariff points:	<input style="width: 80%;" type="text" value="300"/> <input style="width: 15%; text-align: center;" type="text" value="max"/>
Diploma Tariff points:	<input style="width: 80%;" type="text" value="300"/> <input style="width: 15%; text-align: center;" type="text" value="max"/>
Requirements from volume and depth of study at GCE A level or equivalent	
Minimum points required:	<input style="width: 80%;" type="text" value="200"/>
Number of units:	Required <input style="width: 40px;" type="text" value="2"/> Preferred <input style="width: 40px;" type="text" value="2"/>
Other entry requirements	
HND required:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Foundation degree acceptable:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Diploma in Foundation Studies required?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Progression Agreement exists:	<input type="radio"/> Yes <input type="radio"/> No



*Note that if you leave this screen without clicking on **Save**, any changes you have made will be lost.*

When you have finished viewing or updating the academic requirements for a particular programme, click on the **Entry requirements** tab to select another programme or a different tab to begin another task.

6.1.2.2 Delete academic entry requirement

To delete an academic entry requirement associated with a programme:

1. Search for the programme and load details as per Section 6.1.1.
2. Scroll to the bottom of the screen and click the **Delete academic entry requirement** button at the bottom of the screen.

English Baccalaureate policy:	
Unit grade policy:	The University does not intend to use unit grade information for offer making or selection purposes.
Entry point specific requirement:	Please note: we may use selection criteria based on your personal attributes; experience and/or commitment to the area of study. This information will be derived from your personal statement and

[Cancel](#)
[Copy](#)
[Delete academic entry requirements](#)
[Save](#)



Note that no warning message is displayed when you take this action, and the entry requirements are not recoverable.

6.1.3 Academic qualification requirements management

You can indicate specific qualifications that are required for a programme by searching for the qualification in the **Manage entry requirements** tab.

6.1.3.1 Search for qualification requirements

To search for a specific qualification requirement:

1. Search for programme by specifying your search criteria in the **Manage entry requirements** tab.



For more information on searching for programmes and explanation of search criteria, refer to Table 6-2 in Section 6.1.1 as well as the instructions in that section.

2. When you have completed your search criteria, click **Search** or press enter on your keyboard. All programmes that match the criteria you have specified are listed in the lower part of the screen.

Manage entry requirements
Associate tests to programmes
Manage tests

Entry requirement type: * Academic Non-Academic

Intake * 2014 2015

Programme

Programme code / Application code

Include discontinued programmes?: Yes No

[Cancel criteria](#)
Search

Programme	Qualification	Prog-code	App-code	Subj-opt	Prog-status	Prog-stage	Intake	Entry requireme
Biomedical Sciences	BSc (Hons)	K28-A88	B900	Main	Running	First year entry	2014	Yes
Biomedical Sciences	FdSc	K32-J91	B901	Main	Running	First year entry	2014	Yes
Biomedical Sciences (Hu...	BSc (Hons)	Q34-F91	C900	Main	Running	First year entry	2014	Yes
Biomedical Sciences (Mi...	BSc (Hons)	D57-S36	CC57	Main	Running	First year entry	2014	Yes
Biomedical Sciences (Ph...	BSc (Hons)	R89-Q55	BB12	Main	Running	First year entry	2014	Yes
Integrated Masters in Bio...	MBiomedSci	Z58-U19	C467	Main	Running	First year entry	2014	Yes

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3. Click the required programme from the search result.
4. Click the **Specific qualification** navigation button on the left of the screen to display the qualification requirements screen.

The top part of this screen provides some search criteria to help you select a particular qualification.

Below this a list of common qualifications is shown. Qualifications which have already been defined will display at the top of the list.

Search and manage academic qualification requirements
Accounting and Finance (Main) 2014, S22-J94 (N420) First year entry (StageCode: 1)

Qualification name:

Framework: **All**

Region: **All**

Has tariff points: All Yes No

Requirement defined: All Yes No

[Cancel criteria](#) **Search**

Qualification	Requirement defined
14-19 Diploma (Advanced Diploma)	Yes
14-19 Diploma (Progression Diploma)	Yes
Access to HE	Yes
Advanced Higher	Yes
BTEC National Award (6 Units) (not including early years)	Yes
BTEC National Certificate (12 Units) (not including early years)	Yes

- Specify your search criteria for academic qualifications. Use Table 6-4 for guidance if required:

Table 6-4: Academic qualifications search criteria

Criteria	Options
Qualification name	Type any part of the qualification name. After you have typed the first four characters, you will be offered a list of qualifications from which you can select a specific qualification; alternatively, you can search for all qualifications that include the text you have typed.
Framework	Choose a specific framework from the drop-down box to list just those qualifications that are part of that framework or choose All to list qualifications from all frameworks.
Region	You can reduce the number of qualifications by selecting those for one region only; otherwise, choose All to include qualifications from all regions.
Has Tariff points	If you are looking for a qualification with Tariff points, click Yes ; if it does not have them, click on No ; or click All if you are not sure, to list all qualifications regardless of Tariff points.

Requirement defined	If you are looking for a qualification that has already had requirements defined, click Yes in the Requirements defined box; if it has not yet been defined, click No ; or click All to list all qualifications.
----------------------------	--



*If the list does not include the qualification you are looking for, check the search criteria, make any necessary changes and search again by clicking on the **Search** button. You may wish to select **Other** to provide details of specific qualification not present in the list. Also note that if you make any changes to the criteria, the list of qualifications will not be updated until you click on **Search**.*

- When you have completed your search criteria, click **Search**. All qualifications that match the criteria you have specified are listed in the lower part of the screen.
- Click on the required qualification. The requirements are displayed on the **Qualification specific requirements** screen.

The screenshot shows the 'Entry requirements' section of the UCAS system. At the top is a navigation menu with options: Home, Provider profile, Venues, Programmes & courses, Vacancies, **Entry requirements**, Fees & financial support, Contacts, and User accounts. Below the menu are three tabs: 'General requirement', 'Specific qualification', and a selected red tab for 'BTEC National Award (6 Units) (not including early years)'. The main content area is titled 'Qualification specific requirements - BTEC National Award (6 Units) (not including early years)' and includes the text 'Biomedical Sciences (Main) 2014, K28-A88 (B900) First year entry (StageCode: 1)'. A yellow warning banner states 'This qualification specific requirement applies to 1 course(s)' with a 'Show' button. Below this is an 'Acceptability' section with a dropdown menu set to 'Acceptable on its own' and a text area for 'Acceptability details'. A 'Required grades' section is partially visible at the bottom. A 'Cancel changes to this section' link is located at the bottom left of the Acceptability section.

You can now edit the entries on the screen (see Section 6.1.3.2), delete qualification requirement (6.1.3.3) as well as add subjects (6.1.3.4).

The yellow bar at the top of the screen shows the number of programmes to which these requirements apply:

- Click on the **Show** button on the right of the bar to list the programmes.
- If the programmes are listed, click on the **Hide** button to hide them again.



Note the entries vary depending on the qualification.

6.1.3.2 Edit qualification requirements

To edit qualification specific requirement entries

1. Follow the instructions in 6.1.3 above to search and load details of relevant qualification specific requirement.
2. Edit the field entries as required. The fields vary according to the specific academic entry requirement selected; Table 6-5 has guidance on the common fields used.

Table 6-5: Qualification specific requirements fields

Field	Use
Acceptability	Choose from one of the three options. If you select Acceptable when combined with other qualifications , then you can also enter the Acceptability details (e.g. the other qualifications that are required).
Specific subjects/grades required for entry	You can enter one or more subjects and grades that are required; you can also build up more complicated requirements (see below Section 6.1.3.4). Click on the Add button to add subjects and grades.
Subjects/grades required for entry	Add grades for entry requirement (see Section 6.1.3.4)
Specific subjects excluded for entry	You can enter one or more subjects and grades that are excluded for entry; you can also build up more complicated requirements (see below Section 6.1.3.4). Click on the Add button to add subjects and grades.
Subjects excluded for entry	Subjects that are not counted towards the entry requirements.

Unit information	Information relating to programme units.
Additional information	Other information relating to the qualification requirements.
Volume and depth of study grade range	Enter the minimum and maximum grades required.

3. Click the **Save** button at the bottom of the screen to save the changes.

[Help](#) [Mandatory fields](#)

Home | Provider profile | Venues | Programmes & courses | Vacancies | **Entry requirements** | Fees & financial support | Contacts | User accounts

General requirement
Specific qualification
BTEC National Award (6 Units) (not including early years)

Qualification specific requirements - BTEC National Award (6 Units) (not including early years)
Biomedical Sciences (Main) 2014, K28-A88 (B900) First year entry (StageCode: 1)

! This qualification specific requirement applies to 1 course(s) [Show](#)

Acceptability

Acceptability:

Acceptability details:

[Cancel changes to this section](#)

Required grades

No items added [Add](#)

[Cancel changes to this section](#)

Subjects/grades required for entry

[Cancel changes to this section](#)

Subjects excluded for entry

[Cancel changes to this section](#)

Unit information

[Cancel changes to this section](#)

Additional information

[Cancel changes to this section](#)

[Cancel](#) [Delete](#) [Save](#)



Note that if you leave this screen without clicking **Save**, any changes you have made will be lost.

6.1.3.3 Delete qualification requirement

To delete a qualification specific requirement:

1. Follow instruction in 6.1.3 to search and load details of relevant specific qualification requirement.
2. Click the **Delete** button at the bottom of the screen.



Note that no warning message is displayed when you take this action, and the entry requirements are not recoverable.

6.1.3.4 Add or exclude subjects / grades for entry requirement

To add or exclude a subject / grade to a specific qualification:

1. Follow instruction in 6.1.3 to search and load details of relevant qualification specific requirement.
2. Click the **Add** button to enter details of subjects and grades required for entry.
3. Enter any other details relating to the acceptability of the qualification. Table 6-6 shows some of the common fields.



The option to enter specific entry qualification requirements is tailored to individual qualifications.

UCAS Course Collect

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Programme code / Legacy code

[Home](#) | [Provider profile](#) | [Venues](#) | [Programmes & courses](#) | [Vacancies](#) | **Entry requirements** | [Fees & financial support](#) | [Contacts](#) | [User accounts](#)

General requirement
Specific qualification
GCE A Level

Qualification specific requirements - GCE A Level
Accounting and Finance (Main) 2014, S22-J94 (N420) First year entry (StageCode: 1)

! This qualification specific requirement applies to 2 course(s)

Acceptability

Acceptability:

Acceptability details:

[Cancel changes to this section](#)

Specific subjects/grades required for entry

The following subjects and outcomes are Required
No items added

[Cancel changes to this section](#)

Subjects/grades required for entry

General Studies cannot be included in the minimum tariff points required.

[Cancel changes to this section](#)

Specific subjects excluded for entry

The following outcomes are Excluded
No items added

[Cancel changes to this section](#)

Table 6-6: Adding grades subject / grade fields

Field	Use
Subject / grades required for entry	
Subject	Select a subject from the drop-down list.
Outcome	Select a grade from the drop-down list.
Operator	Specify the specific set of subjects and grades required for entry by using “and”, “comma”, “full stop” and “or”. These are used to build a sentence which describes the subjects.

Required grades	
Outcome	<p>Select one of the grades from the drop-down list.</p>



For any of the sections you can click on **Cancel changes to this section** to restore the original content (providing you do so before clicking on **Save**).

4. After adding the grades / subjects click **Apply changes**.
5. After you have finished making changes, click the red **Save** button at the bottom of the screen. A green bar at the top of the screen displays a message to tell you that the requirements have been updated.

If you do not want to keep the changes you have made, click the **Cancel** button in the bottom left corner of the screen.

6. When you have finished viewing or updating the specific academic requirements for a particular programme, you can either click on the **General requirement** button to return to the General requirements section, or click on the **Entry requirements** tab to select another programme or a different tab to begin another task.



Note that if you leave this screen without clicking on **Save**, any changes you have made will be lost.

6.1.4 Copy academic entry requirements

You can copy academic entry requirements from one programme to another.



If you copy a set of requirements and then change the requirements for the original programme, these changes are not copied across to any other programmes. Use this option to copy the requirements to a programme that has similar requirements and then edit the new requirements. We do not recommend that you use the copy function if substantial editing is required; in such a case, simply add a new entry requirement.

To copy a set of entry requirements:

1. Search for programme by specifying your search criteria in the **Manage entry requirements** tab.



For more information on searching for programmes and explanation of search criteria, refer to Table 6-2 in Section 6.1.1 as well as the instructions in that section.

2. When you have completed your search criteria, click **Search** or press enter on your keyboard. All programmes that match the criteria you have specified are listed in the lower part of the screen.

Manage entry requirements
Associate tests to programmes
Manage tests

Entry requirement type: * Academic Non-Academic

Intake * 2014 2015

Programme

Programme code / Application code

Include discontinued programmes?: Yes No

[Cancel criteria](#)
Search

Programme	Qualification	Prog-code	App-code	Subj-opt	Prog-status	Prog-stage	Intake	Entry requireme
Biomedical Sciences	BSc (Hons)	K28-A88	B900	Main	Running	First year entry	2014	Yes
Biomedical Sciences	FdSc	K32-J91	B901	Main	Running	First year entry	2014	Yes
Biomedical Sciences (Hu...	BSc (Hons)	Q34-F91	C900	Main	Running	First year entry	2014	Yes
Biomedical Sciences (Mi...	BSc (Hons)	D57-S36	CC57	Main	Running	First year entry	2014	Yes
Biomedical Sciences (Ph...	BSc (Hons)	R89-Q55	BB12	Main	Running	First year entry	2014	Yes
Integrated Masters in Bio...	MBiomedSci	Z58-U19	C467	Main	Running	First year entry	2014	Yes

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3. Click on the programme that you wish to copy from to load details on the screen.

[Help](#) Mandatory field*

Home | Provider profile | Venues | Programmes & courses | Vacancies | **Entry requirements** | Fees & financial support | Contacts | User accounts

General requirement ▶

Specific qualification

General academic entry requirements
Biomedical Sciences (Main) 2014, K28-A88 (B900) First year entry (StageCode: 1)

! This academic entry requirement set applies to 1 course(s) Show ▼

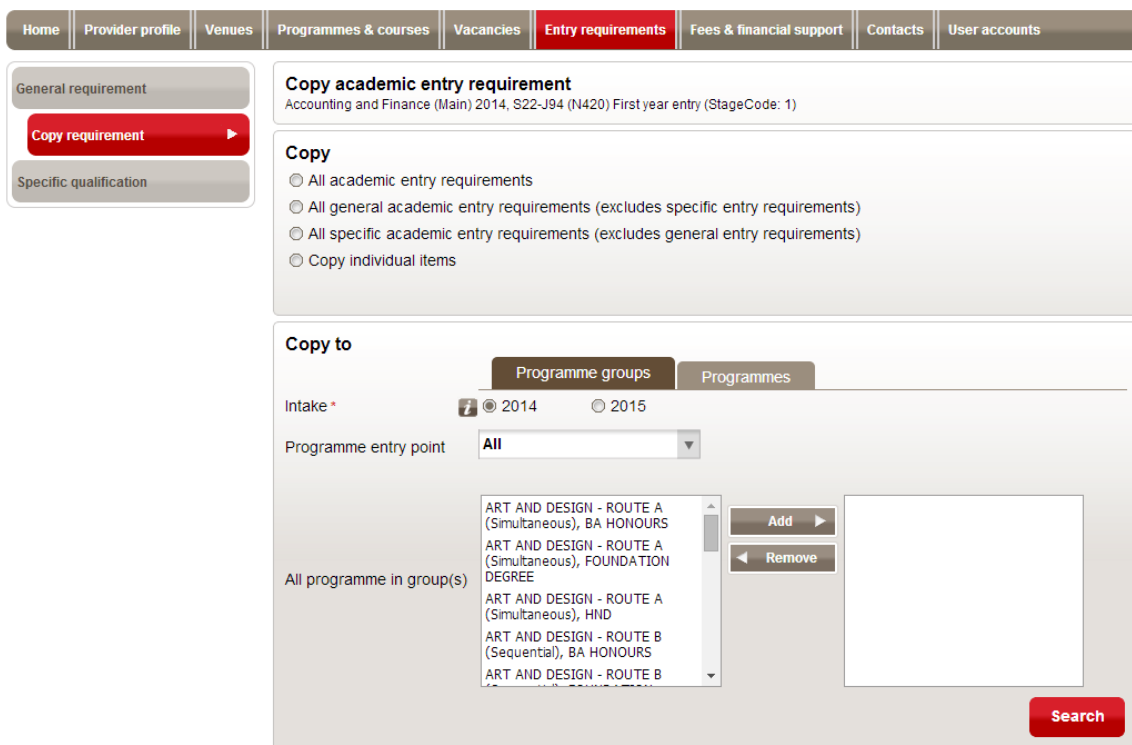
Tariff points	
Open access:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Open access details:	<input type="text"/>
Tariff points:	<input type="text" value="300"/> <input type="text" value="max"/>
Scottish Tariff points:	<input type="text" value="300"/> <input type="text" value="max"/>
Diploma Tariff points:	<input type="text" value="300"/> <input type="text" value="max"/>

Requirements from volume and depth of study at GCE A level or equivalent	
Minimum points required:	<input type="text" value="200"/>
Number of units:	Required <input type="text" value="2"/> Preferred <input type="text" value="2"/>

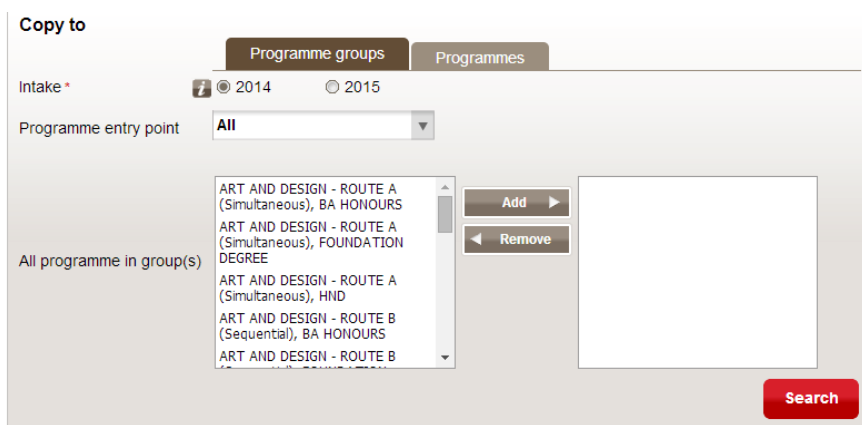
Other entry requirements	
HND required:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Foundation degree acceptable:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Diploma in Foundation Studies required?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Progression Agreement exists:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Progression Agreement information:	<input type="text"/>
Curriculum for Excellence policy:	<input type="text"/>
English Baccalaureate policy:	<input type="text"/>
Unit grade policy:	The University does not intend to use unit grade information for offer making or selection purposes.
Entry point specific requirement:	Please note: we may use selection criteria based on your personal attributes; experience and/or commitment to the area of study. This information will be derived from your personal statement and

[Cancel](#)
Copy
Delete academic entry requirements
Save

4. Click the **Copy** button at the bottom of the screen. This takes you to a new screen.
5. Decide which requirements you want to copy. If you choose to **copy individual items**, all items will be listed and you can select or deselect items by clicking the check boxes on the left.



6. In the **Copy to** box, choose either **Programme groups** or **Programmes** by clicking on the relevant tabs.
7. Choose the **Intake** cycle and **Programme entry point** (also known as a stage)
8. For programme groups, choose one or more groups by clicking on them and then on the **Add** button. The selected groups are moved to the right-hand box. They can be moved back to the left-hand box (and therefore deselected) by clicking on them again and then on **Remove**.



9. For programmes, enter a partial **Programme** title or a **Programme code / Application code**.

Copy to

Programme groups Programmes

Intake* 2014 2015

Programme

Programme code / Application code

Programme entry point

Search

Selected

Add selected to list

[Cancel](#) **Copy**

10. Click **Search**. All programmes in the group or programmes matching the search criteria are listed. If there are a large number of programmes they will be listed on more than one page of results.
11. Click the check boxes to the left of the programme names to either select or deselect them. You can also select or deselect either all matching programmes or just those currently showing on the page.

Copy to

Programme groups Programmes

Intake* 2014 2015

Programme entry point

All programme in group(s)

- ART AND DESIGN - ROUTE A (Simultaneous), FOUNDATION DEGREE
- ART AND DESIGN - ROUTE A (Simultaneous), HND
- ART AND DESIGN - ROUTE B (Sequential), BA HONOURS
- ART AND DESIGN - ROUTE B (Sequential), FOUNDATION DEGREE

ART AND DESIGN - ROUTE A (Simultaneous), BA HONOURS

Add Remove

Search

Selected

Programme	Qual	Prog-code	App-code	Subj-opt	Prog-stage	Duration
<input checked="" type="checkbox"/> Interior Archit...	BA (Hons)	F15-Y31	W251	Main	First year entry	3 Yrs
<input checked="" type="checkbox"/> Fine Art	BA (Hons)	H19-G12	W100	Main	First year entry	3 Yrs
<input checked="" type="checkbox"/> Design Product	BA (Hons)	S57-X91	W240	Main	First year entry	3 Yrs
<input checked="" type="checkbox"/> Graphic Arts a...	BA (Hons)	W67-T43	W210	Main	First year entry	3 Yrs

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Select all on this page
Select all
Deselect all on this page
Deselect all

[Cancel](#) **Copy**

12. Click the **Copy** button to complete the action and copy the current requirements to all programmes selected.

6.1.5 Non-academic entry requirement set

When you have specified non-academic requirements and selected a programme, the existing requirements (if any) are displayed.

The yellow bar at the top of the screen shows the number of programmes to which these requirements apply:

Click on the **Show** button on the right of the bar to expand the list of courses.

If the courses are listed, click on the **Hide** button to hide them again.

The screen contains two navigation buttons:

- Assessments
- Additional Requirements

6.1.5.1 Add assessment detail

The **Applicant assessment detail** field is shown when you select the **Application assessment required** box above (6.1.5)

To add assessment detail:

1. Tick the add **Application assessment required** checkbox.

Motia Khan | [Switch to UCAS View](#) | [View legacy notes](#) | [Logout](#)

Programme code / Legacy code

[Help](#) ⁱ [Mandatory fields](#)

Home
Provider profile
Venues
Programmes & courses
Vacancies
Entry requirements
Fees & financial support
Contacts
User accounts

Assessments ▶

Additional Requirements

Non-academic entry requirement set
Biomedical Sciences (Main) 2014, K28-A88 (B900) First year entry (StageCode: 1)

! This non-academic entry requirement set applies to **1 course(s)** Show ▼

Core non-academic entry requirements

Lower age limit

Upper age limit

Age restriction details

Application assessment required

Core non-academic entry requirements

No assessment details added Add assessment detail

[Cancel](#)

- Click the **Add assessment detail** button and add entries in each field. The non-academic requirements include the fields shown in Table 6-7.

Core non-academic entry requirements

Lower age limit

Upper age limit

Age restriction details

Application assessment required

Core non-academic entry requirements

No assessment details added Add assessment detail

Applicant assessment detail

Assessment type Audition ▼

All UK applicants are assessed Yes ▼

Applicants are assessed where they offer non-standard qualifications Yes ▼

Mature applicants are usually assessed Yes ▼

Any applicant may request an assessment Yes ▼

A proportion of candidates is assessed Yes ▼

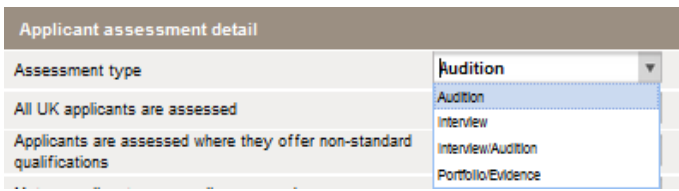
Assessment details

[Cancel assessment details](#)

Apply changes

[Cancel](#)

Table 6-7: Non-academic requirements field

Field	Use
Core non-academic entry requirements	
Lower age limit	Lower age limit for applicants.
Upper age limit	Upper age limit for applicants.
Age restriction details	Any further details relating to age restrictions.
Application assessment required	Select this box if application assessments are required. Then click on the Add assessment detail button to show the assessment fields.
Applicant assessment detail	
Assessment type	Select one of the four assessment types. 
All UK applicants are assessed	Specify either Yes or No .
Applicants are assessed where they offer non-standard qualifications	Specify either Yes or No .
Mature applicants are usually assessed	Specify either Yes or No .
Any applicant may request an assessment	Specify either Yes or No .
A proportion of candidates is assessed	Specify either Yes or No .
Assessment details	Add any further details relating to the assessment.



On completing the applicant assessment detail fields, you have the following options:

- Click on **Apply changes** to save your changes to the applicant assessment details.
 - Click on **Cancel assessment details** to reset the screen, leaving the details unchanged.
 - Click on **Delete detail** to remove all existing applicant assessment details from the requirements.
3. After you have finished making changes to the entry requirements (including applicant assessment details), click on the red **Save** button at the bottom of the screen. A green bar at the top of the screen displays a message to tell you that the requirements have been updated successfully.



If you click on the **Cancel** button in the bottom left corner of the screen, all changes will be lost including any changes you have already saved to the applicant assessment details.

When you have finished viewing or updating the non-academic requirements for a particular programme, click on the **Entry requirements** tab to select another programme or a different tab to begin another task.

6.1.5.2 Delete non-academic entry requirements

If you want to delete the non-academic entry requirements completely (not just the changes you have made), click the **Delete non-academic entry requirement** button. The qualification will then display as not having requirements defined.

When you have finished viewing or updating the non-academic requirements for a particular programme, click on the **Entry requirements** tab to select another programme or a different tab to begin another task.



Note that if you leave this screen without clicking on **Save**, any changes you have made will be lost.

6.2 Associate tests to programmes

You can associate tests with particular programmes using the **Associate tests to programmes** tab in the **Entry requirements** section. A test can be associated with one or more programmes or programme groups.



Before you can associate tests with programmes, you will need to create them using the **Manage tests** tab.

Motia Khan | [Switch to UCAS View](#) | [View legacy notes](#) | [Logout](#)

[Home](#)
[Provider profile](#)
[Venues](#)
[Programmes & courses](#)
[Vacancies](#)
Entry requirements
[Fees & financial support](#)
[Contacts](#)
[User accounts](#)

[Help](#) Mandatory field*

Admissions Test Associations

Manage entry requirements
Associate tests to programmes
Manage tests

Intake *
?
2014
2015

Programme
?

Programme code / Application code
?

Test Name:

[Cancel criteria](#)
Search

Programme title	Programme code	Application code	Intake
Accounting and Finance	S22-J94	N420	2014
Acupuncture	J07-C18	B343	2014
Adult Nursing	U01-B54	B741	2014
Animation	D59-A89	W815	2014
Architectural Technology	M17-Q13	K130	2014
Architecture	D60-T33	K100	2014
Audio Engineering	V78-G84	2B02	2014
Biomedical Sciences	K32-J91	B901	2014
Biomedical Sciences	K28-A88	B900	2014
Biomedical Sciences (Human Biolo...	Q34-F91	C900	2014
Biomedical Sciences (Microbiology...	D57-S36	CC57	2014

The **Associate tests to programmes** tab allows you to specify the programme for which you wish to view, edit or create test associations. This then leads to a screen where the associations are created.

6.2.1 Admissions tests associations management

When you select the **Associate tests to programmes** tab in the **Entry requirements** section, the **Admissions Tests Associations** screen is displayed. This allows you to search and select the programme with which you wish to associate tests.

The screenshot shows the 'Admissions Test Associations' screen. At the top, there's a navigation bar with 'Entry requirements' highlighted. Below it, there are search filters: 'Intake *' with radio buttons for 2014 and 2015; 'Programme' with a text input field containing 'e.g. Accounting'; 'Programme code / Application code' with a text input field containing 'e.g. X11-Y22'; and 'Test Name' with a dropdown menu set to 'All'. A 'Search' button is on the right. Below the filters is a table of results:

Programme title	Programme code	Application code	Intake
Accounting and Finance	S22-J94	N420	2014
Acupuncture	J07-C18	B343	2014
Adult Nursing	U01-B54	B741	2014
Animation	D59-A89	W615	2014
Architectural Technology	M17-Q13	K130	2014
Architecture	D60-T33	K100	2014
Audio Engineering	V78-G84	2B02	2014

By default all programmes are listed in the bottom part of the screen, spread over a number of pages.

6.2.1.1 Search and select a programme to associate test to

To search and select a programme or to reduce the list in the **Associate tests to programmes** tab to a more manageable size:

1. Specify the programme search criteria:

Table 6-8: Admissions test search criteria.

Criteria	Options
Intake	Select the intake cycle with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015 .

Programme	You can reduce the number of programmes that are listed by specifying a programme. Type any part of the programme title. After you have typed the first four characters, you will be offered a list of programmes from which you can select a specific programme; alternatively, you can search for all programmes that include the text you have typed.
Programme code / Application code	As an alternative to specifying a programme title, you can enter a programme code or application code. If you use this option, you must enter a full programme code or application code; the system will only search for programmes that exactly match a particular code.
Test Name	A specific admissions test should be selected if you want to view or edit the association between a programme and that test. Select All if you want to view or edit the association between a programme and all tests.

- When you have completed your search criteria, click **Search**. All programmes that match the criteria you have specified are listed in the lower part of the screen.



*If the list does not include the programme you are looking for, check the search criteria, make any necessary changes and search again by clicking on the **Search** button. If you make any changes to the criteria, the list of programmes will not be updated until you click **Search**.*

- Click the required programme from the search result. You can now add and remove tests as required.

The top part of this screen shows the **Intake Year**, **Programme Code** and **Programme Title** for the programme you have selected. These cannot be changed.

Any existing tests associated with the programme are on screen. Click on an existing test to see the details.

[Help](#) ^{*}Mandatory field

Home | Provider profile | Venues | Programmes & courses | Vacancies | **Entry requirements** | Fees & financial support | Contacts | User accounts

Entry Point Test Information ▶

Admissions Test Requirements

Intake Year: *

Programme Code: *

Programme Title: *

Course Stage ▲	Stage Code	Entry Point	Admissions Test	Mandatory
First year entry	1	Yes	Law National Admissions Test	Yes

◀ First Page | Previous | Page of 1 | Next | Last Page ▶▶

Displaying 1 - 1 of 1

Add Test To Entry Point

6.2.1.2 Add test to entry point

To add a test to an entry point:

1. Search and select a programme as per Section 6.2.1.1
2. Click **Add Test to Entry Point** to make a new association.

[Help](#) ^{*}Mandatory field

Home | Provider profile | Venues | Programmes & courses | Vacancies | **Entry requirements** | Fees & financial support | Contacts | User accounts

Entry Point Test Information ▶

Admissions Test Requirements

Intake Year: *

Programme Code: *

Programme Title: *

Course Stage ▲	Stage Code	Entry Point	Admissions Test	Mandatory
First year entry	1	Yes	Law National Admissions Test	Yes

◀ First Page | Previous | Page of 1 | Next | Last Page ▶▶

Displaying 1 - 1 of 1

Add Test To Entry Point

Add/Edit Test To Entry Point

Test Name *

Programme Entry Point *

Test Requirement *

Course Specific Information

[Cancel](#)

Enter test information in the **Add/Edit Test to Entry Point** screen. Use Table 6-9 for guidance:

Table 6-9: Adding test fields

Field	Use
Add/Edit Test To Entry Point	
Test Name	Enter the name of an existing test (as set up with the Manage tests tab).
Programme Entry Point	Admissions tests are assigned to a particular stage. You can select from the stages assigned to the current programme.
Test Requirement	Specify whether the test is mandatory or optional, or specify that at least one test is required but this one is optional.
Course Specific Information	Specify any additional information that is relevant to this programme but not the test: for example, that a certain pass mark is required or that the test will form part of the interview.

- When you have finished associating the test to the programme, click on the red **Save** button at the bottom of the screen. A green bar at the top of the screen displays a message to tell you that the association has been updated.



*If you do not want to keep the changes you have made, click on the **Cancel** button in the bottom left corner of the screen.*

6.2.1.3 Remove test from entry point

If you want to remove a test from an entry point completely (not just the changes you have made), click the **Remove Test From Entry Point** button after you load details of the programme and associated test as per Section 6.2.1.1.



There is no undo feature after you delete a test.

When you have finished viewing or updating the test associations, click on the **Entry requirements** tab to select another programme or a different tab to begin another task.

6.3 Manage tests

The **Manage tests** tab on the **Entry requirements** section allows you to create or edit tests to associate with your programmes.

When you select the **Manage tests** tab, the **Manage Admissions tests** screen is displayed. This allows you to select search and find tests to manage.

The screenshot displays the UCAS Course Collect interface for managing admissions tests. At the top left is the UCAS Course Collect logo. On the right, there is a user profile for Steve Morris with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. A search bar is labeled 'Programme code / Legacy code'. Below this is a navigation menu with tabs: Home, Provider profile, Venues, Programmes & courses, Vacancies, **Entry requirements**, Fees & financial support, Contacts, and User accounts. The 'Entry requirements' tab is active. The main content area is titled 'Manage Admissions tests' and includes a button 'Or create new test'. Below this are three sub-tabs: 'Manage entry requirements', 'Associate tests to programmes', and 'Manage tests', with 'Manage tests' selected. A 'Test Types' dropdown menu is set to 'All'. A 'Cancel criteria' link is on the left, and a red 'Find Tests' button is on the right. A table with two columns, 'Test Type' and 'Test Name', contains one row: 'Classics Admissions Test'. At the bottom, there are navigation controls: 'First Page', 'Previous', 'Page 1 of 1', 'Next', and 'Last Page', along with the text 'Displaying 1 - 1 of 1'.

6.3.1 Manage admissions tests

6.3.1.1 Search and view details of a test

To view the details of an existing test:

1. Ensure you have clicked the **Manage test** tab in the entry requirements section.
2. Select the test type from the **Test Types** drop-down menu.

3. Click **Find Tests**.
4. Click a test in the search result. The **Test Details** screen is displayed.

You can now create a new test (see Section 6.3.1.2) as well as delete tests (see Section 6.3.1.3).

6.3.1.2 Create a new test

To create a new test:

1. Select the **Manage tests** tab, click the **Or create new test** button.

The screenshot shows the UCAS Course Collect interface. At the top right, the user is identified as Motia Khan with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. A search bar is present. The navigation menu includes 'Home', 'Provider profile', 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements' (highlighted), 'Fees & financial support', 'Contacts', and 'User accounts'. The main content area is titled 'Manage Admissions tests' and contains three tabs: 'Manage entry requirements', 'Associate tests to programmes', and 'Manage tests'. A red circle highlights the 'Or create new test' button. Below the tabs is a 'Test Types' dropdown menu set to 'All'. At the bottom, there is a 'Find Tests' button and a table with one row: 'Classics Admissions Test'. The table has columns for 'Test Type' and 'Test Name'. Navigation controls for the table are visible at the bottom.

2. Complete the required fields in the **Test Details** screen. Use Table 6-10 for guidance.

The screenshot shows the 'Test Details' form in the UCAS Course Collect system. The navigation menu is the same as in the previous screenshot. A red button labeled 'Admissions test details' is on the left. The form contains the following fields: 'Test Type' (dropdown menu with 'Please select'), 'Test Name' (text input), 'Test Information' (large text area), 'Online Form URL' (text input with a 'Test' button), 'Further Information URL' (text input with a 'Test' button), and 'Withdraw From Future Use' (radio buttons for 'No' and 'Yes'). Below these is a section titled 'Test dates' with the text 'No test dates added' and an 'Add new test date' button. At the bottom of the form, there are 'Cancel', 'Delete Admissions Test', and 'Save' buttons.

Table 6-10: Creating a new test fields

Field	Use
Test Details	
Test Type	Select a test type from the list of standard types. Alternatively, select Institutions own test for your own test.
Test Name	A name must be entered if you have selected Institutions Own Test . Otherwise, you cannot enter a name.
Test Information	Add a description of the test and any additional information that an applicant should be aware of before applying.
Online Form URL	This is the URL that applicants will use to book their admissions test.
Further Information URL	Use this field to provide a link to information on your institution website relating to this particular test.
Withdraw From Future Use	If the test is currently in use, select No . If the test is no longer running and should not be available to assign to programmes, select Yes .

3. To include a course date, click the **Add new test date** button.

4. Add entries in the fields in the **Test dates** section. Use Table 6-11 for guidance.

Table 6-11: Test date fields

Field	Use
Test dates	
Intake	Select the intake cycle with which the programme is associated. For example, if the joining date for a programme is September 2015, the Intake will be 2015 .
Test Date	Click on the button on the right-hand side of the Test Date box to display a calendar, from which you can select a date.
Further Details	Add any further relevant details for this particular date, such as start time or location.

When dates have been added, these are listed at the bottom of the **Test dates** section.

After adding a test date, you have the following options:



After creating / editing test date, you have the following options:

- Click on **Apply changes** to save the new test date.
- Click on **Cancel Test Date** to cancel any changes to an existing date.
- Click on **Delete Test Date** to delete this particular date (this option is not available when creating a new date).

- 5. After you have finished making changes to the test details (including test dates), click on the red **Save** button at the bottom of the screen. A green bar at the top of the screen displays a message to tell you that the requirements have been updated.

If you do not want to keep the changes you have made, click on the **Cancel** button in the bottom left corner of the screen.



*Note that if you click on the **Cancel** button in the bottom left corner of the screen, all changes will be lost including any changes you have already saved to the test dates.*

When you have finished viewing or updating the academic requirements for a particular programme, click on the **Entry requirements** tab to select another programme or a different tab to begin another task.

6.3.1.3 Delete test

If you want to delete the test completely (not just the changes you have made), you must ensure that the test is not associated to any programmes.

To delete admissions test click the **Delete Admissions Test** button and click **Save**.

Intake	Test Date	Further Information
2014	25/04/2014	

Intake: *

Test Date:

Further Details:

[Cancel Test Date](#)

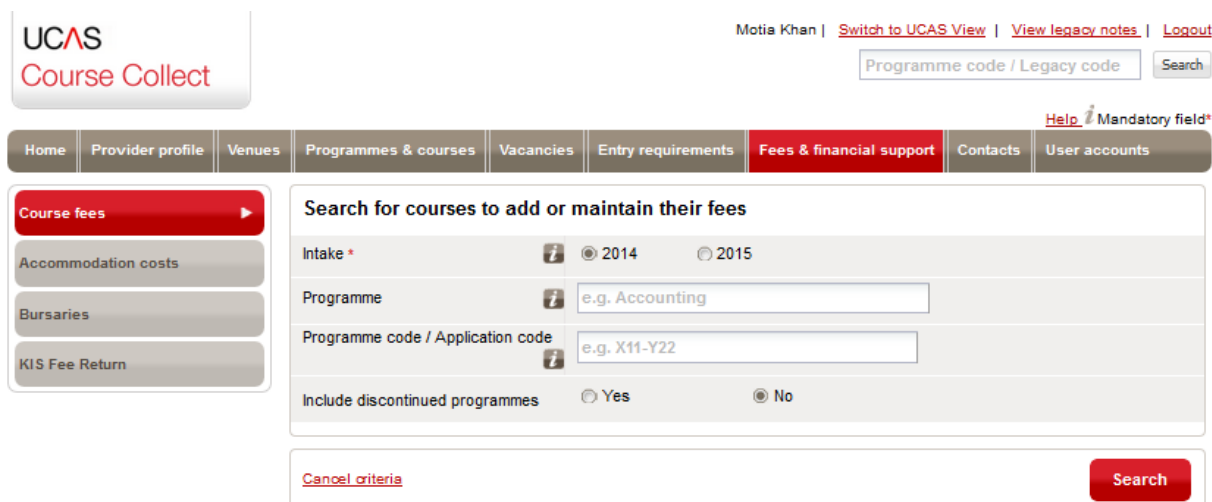
When you have finished viewing or updating the academic requirements for a particular programme, click on the **Entry requirements** tab to select another programme or a different tab to begin another task.



*Note that if you leave this screen without clicking on **Save**, any changes you have made will be lost.*

7. Fees & financial support

The **Fees & financial support** section allows you to specify details of fees, bursaries and other financial information relating to programmes and courses.



The section includes four main navigation buttons on the left, leading to screens where you can enter details of fees, costs and bursaries.

The screens and sections associated with fees and financial support are summarised in Table 7-1 below.

Table 7-1: Fees & financial support screens

Sections / Tabs / Screens	Core function	Instructions
Course fees	View, edit, add or delete course fees	Section 7.1
Accommodation costs	View, edit, add or delete accommodation costs	Section 7.2
Bursaries	View, edit or add bursaries	Section 7.3
KIS Fee Return	View, edit or add KIS fee data	Section 7.4



Each section / screen is accessed via the relevant navigation button usually on the left of the screen.

7.1 Course fees

The **Course fees** navigation button takes you to the **Search for courses to add or maintain their fees** screen which displays the criteria for searching and selecting a programme. You will then be able to enter course fees for that programme.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, there is a user profile 'Motia Khan' with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. Below this is a search bar for 'Programme code / Legacy code'. A navigation menu contains: Home, Provider profile, Venues, Programmes & courses, Vacancies, Entry requirements, **Fees & financial support**, Contacts, and User accounts. On the left, a sidebar menu has 'Course fees' selected, with other options: Accommodation costs, Bursaries, and KIS Fee Return. The main content area is titled 'Search for courses to add or maintain their fees'. It contains the following fields:

- Intake ***: Radio buttons for 2014 (selected) and 2015.
- Programme**: Text input field with 'e.g. Accounting' and a help icon.
- Programme code / Application code**: Text input field with 'e.g. X11-Y22' and a help icon.
- Include discontinued programmes**: Radio buttons for Yes and No (selected).

 At the bottom of the form are 'Cancel criteria' and 'Search' buttons.

7.1.1 Search for courses to manage their fees

To search for a specific programme, specify the search criteria shown in Table 7-1.

Table 7-2: Course fees search criteria

Criteria	Options
Intake	Select the intake with which the course is associated. For example, if the joining date for a course is September 2015, the Intake will be 2015.
Programme	You can reduce the number of programmes that are listed by specifying a programme. Type any part of the programme title. After you have typed the first four characters, you will be offered a list of programmes from which you can select a specific programme; alternatively, you can search for all programmes that include the text you have typed.
Programme code / Application code	As an alternative to specifying a programme name, you can enter a programme code or application code. If you use this option, you must enter a full programme code or application code; the system will only find programmes that exactly match a particular code.

Include discontinued programmes	Specify whether you want the search result to include discontinued programmes by selecting Yes or No .
--	--

When you have selected your search criteria, click on **Search**. All courses for the selected programme that match the criteria you have specified are listed in the lower part of the screen.

UCAS Course Collect

Motia Khan | [Switch to UCAS View](#) | [View legacy notes](#) | [Logout](#)

Programme code / Legacy code

[Help](#) / [Mandatory field*](#)

Home | Provider profile | Venues | Programmes & courses | Vacancies | Entry requirements | **Fees & financial support** | Contacts | User accounts

Course fees ▶

- Accommodation costs
- Bursaries
- KIS Fee Return

Search for courses to add or maintain their fees

Intake * 2014 2015

Programme

Programme code / Application code

Include discontinued programmes Yes No

[Cancel criteria](#)

Programme	Qual	Prog-cod	App-cod	Subj-opt	Venue	Duration	Study mod	Status
Accounting and Fina...	BA (Hons)	S22-J...	N420	Main	- (-)	4Yrs	FTSA	Running
Accounting and Fina...	BA (Hons)	S22-J...	N420	Main	- (-)	3Yrs	FTA	Running

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If the list does not include the course you are looking for, check the search criteria and click on the **Course fees** button on the left to refresh the screen, then complete the search fields again and click on the **Search** button.

Click on the required course. The course fee details are displayed.

Home | Provider profile | Venues | Programmes & courses | Vacancies | Entry requirements | **Fees & financial support** | Contacts | User accounts

Course fee - Accounting and Finance(S22-J94/N420)
Main - BA (Hons), 3 Yrs, Full Time Attended, -, 2014

Geographical region	Fee value	Finance coverage	Effective from
International	GBP 9500.00	First year fee	01/08/2014
England	GBP 9000.00	First year fee	01/08/2014
Wales	GBP 9000.00	First year fee	01/08/2014
Northern Ireland	GBP 9000.00	First year fee	01/08/2014
Scotland	GBP 9000.00	First year fee	01/08/2014

First Page | Previous | Page 1 of 1 | Next | Last Page | Displaying 1 - 6 of 6 |

You can now manage course fees as required, including:

- Adding course fees (see Section 7.1.2)
- Viewing, editing or deleting course fees (see Section 7.1.3)
- Adding additional course costs (see Section 7.1.4)
- Viewing, editing or deleting additional course fees (see Section 7.1.5)
- Copying fees (see Section 7.1.6)

When you have finished viewing or updating the details for the course fees, click on one of the buttons on the left to view or update other financial information for the current course, click on the **Fees & financial support** tab to select another course or click on a different tab to begin another task.

7.1.2 Adding course fees

To add fees for a course:

3. Search for the course as per Section 7.1.1.
4. Click on the **Add fees** button. The **Add/Edit course fee** screen is displayed.

5. Complete the fields in the **Add/Edit course fees** screen, using Table 7-3 for guidance if required.

Table 7-3: Add /Edit fee fields

Field	Use
Fees for a student from	Select the domicile the applicant currently lives in. You will need to add fees for each domicile individually. If you select Any Region the fee will not be displayed on the UCS search tool.
To be confirmed	Select this box if the fees have not yet been confirmed. The Fee type and Fee value cannot be entered if this box is selected.

Fee coverage	Select from Average annual cost (the average course fee for the year), First year fee (the course fee for the first year) or Full course fee (the course fee for the whole course).
Currency	Select the currency in which the course fee is to be paid. The default is United Kingdom Pound .
Fee type	Select either Fee value (the total cost of the option you selected for Fee coverage) or Fee range (there is a negotiable cost for the course).
Fee value	<p>If Fee value has been selected, enter the total cost of the option you selected for Fee coverage.</p> <p>If Fee range has been selected, a second box appears here. Enter the minimum cost of the course in the first box and the maximum cost in the second box.</p> <p>If the course is to be funded by the NHS, tick the NHS funded checkbox and enter £0 as the fee value.</p>
Further information	<p>This field should be used to describe several things:</p> <p>If you have selected a Fee range, explain the differences between the minimum and maximum fees for the course.</p> <p>If the course fee is waived (e.g. by the NHS), indicate that here.</p>
Fee further information URL	Enter a valid URL for a web page that provides further information on the course fee. Click on the Test button to check that the correct web page is loaded.
Effective from	Enter the date on which the course fee becomes effective or select a date by clicking on the calendar button to the right of the box.

- Click on the **Save** button to add the course fees to the course or click on **Cancel** to close the section without saving the fees.

When you have saved the new fee details, an additional record will be added to the list in the top section.

7.1.3 Viewing, editing or deleting course fees

To view, edit or delete course fees for a course:

1. Search for the course as per Section 7.1.1.
2. Click on the course fee record. The **Add/Edit course fees** section is displayed.

Add/Edit course fees	
Fees for a student from *	<input type="text" value="Scotland"/> <input type="checkbox"/> To be confirmed
Fee coverage *	<input type="text" value="First year fee"/>
Currency *	<input type="text" value="United Kingdom Pound"/>
Fee type	<input checked="" type="radio"/> Fee Value <input type="radio"/> Fee Range
Fee value	<input type="text" value="9000"/> <input type="checkbox"/> NHS funded
Further information	<input type="text" value="Year Abroad and Sandwich years £900."/>
Fee further information URL	<input type="text" value="http://www.port.ac.uk/courses/#undergrad"/> <input type="button" value="Test"/>
Effective from	<input type="text" value="01/09/2014"/>
<input type="button" value="Cancel"/> <input type="button" value="Delete course fee"/> <input type="button" value="Save"/>	

3. Edit the required fields in the **Add/Edit course fees** section, using Table 7-3 for guidance if required.
4. Click on the **Save** button to save the changes to the course fees. The list in the top section will be updated.

Click on **Cancel** to close the section without saving the changes or click on **Delete course fee** to delete the course fees from the course.

7.1.4 Adding additional course costs

Additional costs can be entered for any course by clicking the **Additional course costs** navigation button, within the **Course fees** section.

To enter additional cost details:

1. Search for the course as per Section 7.1.1.
2. Click the **Additional course costs** navigation button.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, there are user details (Motia Khan) and links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. Below this is a search bar for 'Programme code / Legacy code'. A navigation menu includes 'Home', 'Provider profile', 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support' (highlighted), 'Contacts', and 'User accounts'. On the left, a sidebar menu has 'Course fees' selected, with 'Additional course costs' highlighted in red. The main content area shows 'Additional costs - Accounting and Finance(S22-J94/N420)' with a table listing 'Materials' at a cost of 100.00, effective from 16/05/2014. A red 'Add additional costs' button is visible at the bottom right of the table area.

3. Click on the red **Add Additional costs** button, which expands the screen to show the **View/Edit fee** section.

This screenshot shows the 'View/Edit fee' form expanded below the table. The form contains the following fields: 'Additional cost item *' (text input), 'Currency *' (dropdown menu set to 'United Kingdom Pound'), 'Expected minimum cost *' (text input), 'Further information' (text area), and 'Effective From' (date picker). At the bottom of the form, there are 'Cancel', 'Delete additional cost', and 'Save' buttons.

- Complete the fields in the **View/Edit fee** screen. Use Table 7-4 for guidance if required:

Table 7-4: Add/Edit additional cost fields

Field	Use
Additional cost item	Enter a description for the additional cost.
Currency	Select the currency in which the course fee is to be paid. The default is United Kingdom pound .
Expected minimum cost	Enter the expected minimum cost for this item.
Further information	Enter any additional information relevant to this cost.
Effective From	Enter the date on which the additional cost becomes effective or select a date by clicking on the calendar button to the right of the box.

- Click on the **Save** button to add the additional costs to the programme or click on **Cancel** to close the section without saving the costs.

When you have saved the new cost details, an additional record will be added to the list in the top section.

7.1.5 Viewing, editing or deleting additional costs

To view, edit or delete additional costs for a programme:

1. Search for the course as per Section 7.1.1.
2. Click the **Additional course costs** navigation button and then click the additional course cost that you want to view, edit or delete. The **View/Edit fee** section is displayed.

View/Edit fee	
Additional cost item *	<input type="text" value="Materials"/>
Currency *	<input style="border: none; background-color: #f0f0f0; padding: 2px;" type="text" value="United Kingdom Pound"/> ▼
Expected minimum cost *	<input type="text" value="100"/>
Further information	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Effective From	<input type="text" value="16/05/2014"/>

Cancel
Delete additional cost
Save

3. Edit the fields as required, using Table 7-4 if required.
4. Click on the **Save** button to save the changes to the additional costs, click on **Cancel** to close the section without saving the changes or click on **Delete additional cost** to delete the additional cost from the programme.

The list in the top section will be updated.

When you have finished viewing or updating the additional costs, click on one of the buttons on the left to view or update other financial information for the current programme, click on the **Fees & financial support** tab to select another programme or click on a different tab to begin another task.

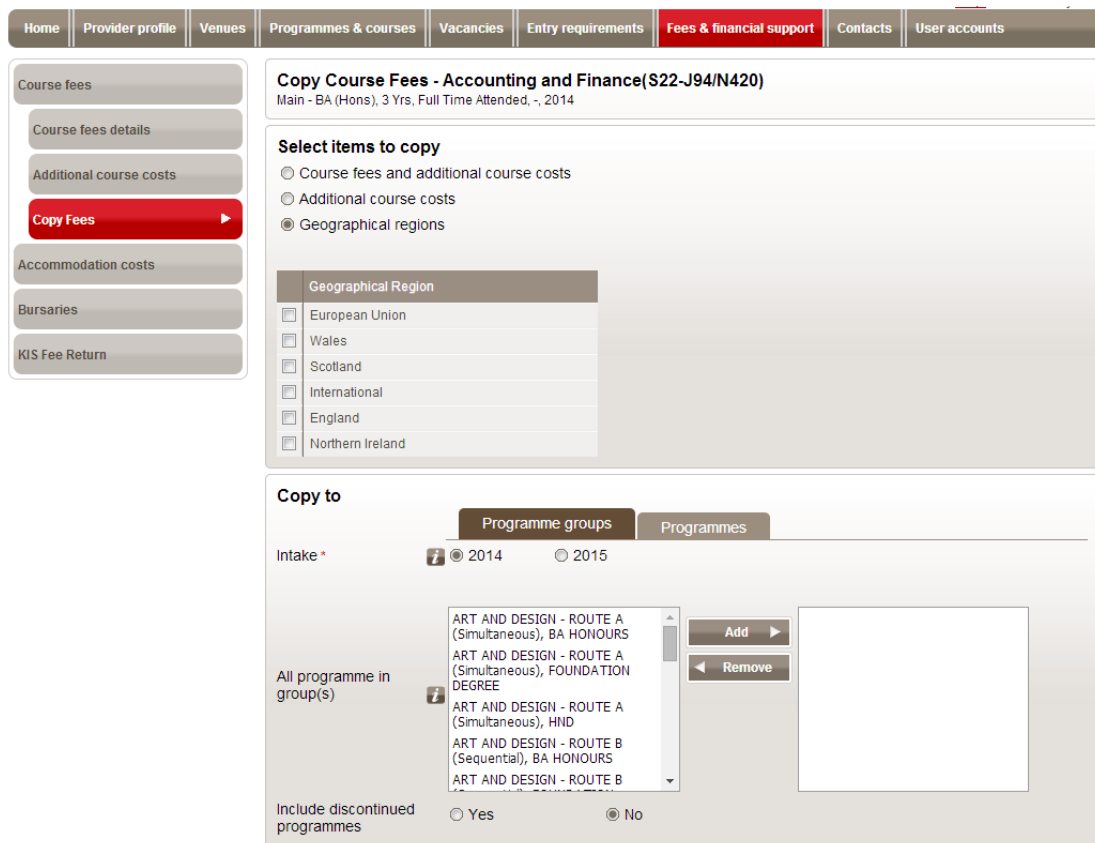
7.1.6 Copying course fees

You can copy all the course fee details from one course to the courses of other programmes.

To copy the course fees:

1. Click the **Course fees** navigation button, search for a course as per Section 7.1.1 and then either click on the **Copy fees** button on the left of the screen or click on the **Copy fees** button at the bottom of the list of course fees. The **Copy Course Fees** screen is then displayed.

2. The **Select items to copy** section shows the course fees that are available to be copied for the current course. Select one of the three options to copy.
3. If you have selected **Geographical regions**, click on the boxes to the left of the regions to select those fees that are to be copied.



4. Select the programmes to which the fees are to be copied:
 - Click on **Programme groups** if you want to copy the fees to all courses for the programmes in one or more programme groups. Select the **Intake** cycle and whether to **include discontinued programmes**. For each of the required programme groups click on the group name in the box on the left and then click on **Add** to add the group to the box on the right. To remove a group from the list on the right, click on its name and then click on **Remove**.
 - Click on **Programmes** if you want to copy the fees to specific programmes. Select the **Intake** cycle and whether to **include discontinued programmes**. Then search for the required programme and click on **Search** to find the programmes. Click on **Cancel criteria** to clear the programme details and add another programme.
5. If there are a large number of course fees for the course, these will be split into pages and the buttons at the bottom of the list will allow you to navigate from one page to another. Click on the boxes to the left of the courses to select or deselect them.

You can also select or deselect course fee records by clicking on one of the buttons below the list:

Select all on this page	All course fees on the current page only are selected (where there is more than one page).
Select all	All course fees are selected.
Deselect all on this page	All course fees on the current page only are deselected (where there is more than one page).
Deselect all	All course fees are deselected and a new selection can be made.

6. Click on **Add selected to list** and then the **Copy** button to copy the course fee details across to the selected programmes and courses. Alternatively, click on **Cancel** to exit the copy function.

7.2 Accommodation costs

The **Manage accommodation costs** screen allows you to enter accommodation costs for either the provider as a whole or for a particular venue.

7.2.1 Manage accommodation costs

To manage accommodation costs:

1. Click on the **Accommodation costs** navigation button. The **Manage accommodation costs** screen is displayed.

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, the user 'Motia Khan' is logged in, with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. A search bar for 'Programme code / Legacy code' is also present. Below the header is a navigation menu with tabs: Home, Provider profile, Venues, Programmes & courses, Vacancies, Entry requirements, Fees & financial support (highlighted in red), Contacts, and User accounts. On the left side, there is a sidebar with buttons for 'Course fees', 'Accommodation costs' (highlighted in red), 'Bursaries', and 'KIS Fee Return'. The main content area is titled 'Manage accommodation costs' and contains the following elements: 'Set accommodation costs for' with radio buttons for 'Provider' (selected) and 'Venue'; a 'Venue name' dropdown menu with the text 'Please select'; a 'Cancel criteria' link; and a 'Find accommodation costs' button.

2. Click on **Provider** to view, enter or change accommodation costs that are not specific to a particular venue.

Alternatively, click on **Venue** and then select a **Venue name** to view, enter or change accommodation costs for a specific venue.

3. Click on **Find accommodation costs**. The existing accommodation costs (if any) are listed.

Manage accommodation costs

Set accommodation costs for Provider Venue

Venue name

[Cancel criteria](#)

Accommodation type ▲	Facilities	Cost	Intake
Providers accommodation		GBP 80.00 - 120.00	2013
Providers accommodation	Ensuite Room	GBP 105.00 - 155.00	2013
Providers accommodation		GBP 80.00 - 120.00	2014
Providers accommodation	Ensuite Room	GBP 105.00 - 155.00	2014
Providers accommodation		GBP 80.00 - 120.00	2015
Providers accommodation	Ensuite Room	GBP 105.00 - 155.00	2015

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The following options are available:

- Click on the **Add accommodation costs** button to add accommodation costs (see Section 7.2.1.1).
- Click on an existing cost to view, edit or delete the cost (see Section 7.2.1.2).

When you have finished viewing or updating the additional costs, click on one of the buttons on the left to view or update other financial information for the current programme, click on the **Fees & financial support** tab to select another programme or click on a different tab to begin another task.

7.2.1.1 Adding accommodation costs

To add accommodation costs after searching and selecting the provider or venue:

1. Click on the **Add accommodation costs** button. The **View/Edit accommodation cost** screen is displayed.

View/Edit accommodation cost

Intake *	<input type="text" value="Please select"/>
Accommodation type *	<input type="text" value="Please select"/> <input type="checkbox"/> En-suite room <input type="checkbox"/> Meals included
% of first years accommodated	<input type="text" value="%"/>
Accommodation coverage (weeks per year)	<input type="text" value="From"/> - <input type="text" value="To"/>
Currency	<input type="text" value="United Kingdom Pound"/>
Cost type	<input checked="" type="radio"/> Cost value <input type="radio"/> Cost range
Estimated weekly cost	<input type="text" value="Min"/>
Further information	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
Effective from	<input type="text" value=""/>

[Cancel](#)

2. Complete the following fields:

Table 7-5: Add/Edit accommodation costs fields

Field	Use
Intake	Select the intake cycle to which the accommodation cost will apply.
Accommodation type	Select from Halls of Residence, Other accommodation, Private rental, Provider managed housing or Providers accommodation.
En-suite room	Select this box if the accommodation is an en-suite room. If there are different costs for rooms that are en-suite and those that are not, you must create separate accommodation costs for each one.
Meals included	Select this box if meals are included in the cost. If meals are optional, you must create separate accommodation cost for the two options.
% of first years accommodated	Enter the maximum percentage of first year students for which accommodation is available.

Accommodation coverage (weeks per year)	Enter the first and last week numbers for which the accommodation is available. For example week 1 to week 40.
Currency	Select the currency in which the course fee is to be paid. The default is United Kingdom Pound .
Cost type	Select either Cost value (the total cost of the accommodation) or Cost range (there is a range of costs).
Estimated weekly cost	If Cost value has been selected, enter the total cost of the accommodation per week. If Cost range has been selected, a second box appears here. Enter the minimum cost of the accommodation in the first box and the maximum cost in the second box.
Further information	Enter any additional information relevant to this accommodation.
Effective from	Enter the date on which the accommodation cost becomes effective or select a date by clicking on the calendar button to the right of the box.

3. Click on the **Save** button to add the accommodation costs to the provider or venue, or click on **Cancel** to close the section without saving the costs.

When you have saved the new accommodation costs, an additional record will be added to the list in the top section of the screen.

7.2.1.2 Viewing, editing or deleting accommodation costs

To view, edit or delete accommodation costs:

1. Click on the accommodation cost record. The **View/Edit accommodation cost** section is displayed.

View/Edit accommodation cost	
Intake *	2015
Accommodation type *	Providers accommodatic <input checked="" type="checkbox"/> En-suite room <input type="checkbox"/> Meals included
% of first years accommodated	100
Accommodation coverage (weeks per year)	41 - 51
Currency	United Kingdom Pound
Cost type	<input type="radio"/> Cost value <input checked="" type="radio"/> Cost range
Estimated weekly cost	105 - 155
Further information	
Effective from	

[Cancel](#) [Delete](#) [Save](#)

2. Complete the fields as described in Table 7-5 in Section 7.2.1.1.
3. Click on the **Save** button to save the changes to the accommodation costs, click on **Cancel** to close the section without saving the changes or click on **Delete** to delete the accommodation cost from the provider or venue.

The list in the top section of the screen will be updated.

7.3 Bursaries

The **Bursary allocations** screen displays the criteria for selecting a programme. You will then be able to allocate bursaries to the programme.

Click on the **Bursaries** navigation button to display the search criteria.

You can either allocate bursaries to a programme (see Section 7.3.1) or create and edit bursaries (see Section 7.3.2).

7.3.1 Allocating bursaries to courses

To allocate bursaries to specific courses:

1. Select **Allocate bursaries to courses** tab in the **Bursary allocation** screen.



*Note that before you can allocate bursaries, you will need to create them using the **Manage bursaries** option.*

2. Search for the required programme by specifying the following search criteria.

Table 7-6: Bursary allocations – search criteria

Criteria	Options
Intake	Select the intake cycle for which the bursary is available.
Programme	This must be the full programme title. Type any part of the programme title and the search result will include all programmes that include the text you have typed.
Programme code / Application code	As an alternative to specifying a programme name, you can enter a programme code or application code. If you use this option, you must enter a full programme code or application code; the system will only find programmes that exactly match a particular code.

- When you have specified your search criteria, click on **Search**. All matching programmes are listed in the lower part of the screen.

The screenshot shows the UCAS Course Collect interface for 'Bursary allocations'. The search criteria are: Intake: 2014, Programme: acc, Programme code / Application code: e.g. X11-Y22. The search results table is as follows:

Programme	Prog-code	App-code	Subj-opt	Prog-status	Qual-Study mod	Bursaries allocated
Accounting and Finance	S22-J94	N420	Main	Running	BA (Hons)-FTSA	0
Accounting and French	S78-W40	NR41	Main	Discontin...	BA (Hons)-FTA	0
Accounting and German	E55-V58	NR42	Main	Discontin...	BA (Hons)-FTA	0
Accounting and Spanish	Z14-F04	NR44	Main	Discontin...	BA (Hons)-FTA	0
Business with Accounting	K77-T19	N1N4	Main	Discontin...	BA (Hons)-FTA	0

- Click on the required programme to view the existing bursaries (if any) for that programme, which subsequently will be displayed in the **Course bursary details** screen.

Home	Provider profile	Venues	Programmes & courses	Vacancies	Entry requirements	Fees & financial support	Contacts	User accounts
------	------------------	--------	----------------------	-----------	--------------------	--------------------------	----------	---------------

Course fees	<h3>Assign bursaries to courses</h3> <p>Intake ? 2014</p> <p>Programme title ? Accounting and Finance</p> <p>Bursary description ? <input type="text"/></p> <p>Bursary URL <input type="text" value="http://www.birlington.org/"/> Test ▶</p> <p>Scholarship URL <input type="text"/> Test ▶</p> <p>Fee exemption grants URL <input type="text"/> Test ▶</p> <hr/> <p style="background-color: #a0a0a0; padding: 2px;">Assign bursaries</p> <p>No bursaries added Add bursary</p> <p style="text-align: right;">Cancel Copy Save</p>
Accommodation costs	
Bursaries	
Course bursary details ▶	
Copy	
KIS Fee Return	

The following options are now available:

- Add general information about the bursary in relation to the current programme (see Section 7.3.1.1).
- Add a bursary to the programme (see Section 7.3.1.2).
- View, edit or delete bursary information (see Section 7.3.1.3).

If the list does not include the programme you are looking for, check the search criteria and click on the **Bursaries** button on the left to refresh the screen, then complete the search fields again and click on the **Search** button.

7.3.1.1 Adding general bursary information

To add general information on a bursary assigned to a programme complete the required fields in the **Assign bursaries to courses** screen.

Home | Provider profile | Venues | Programmes & courses | Vacancies | Entry requirements | **Fees & financial support** | Contacts | User accounts

Course fees
Accommodation costs
Bursaries
Course bursary details
Copy
KIS Fee Return

Assign bursaries to courses

Intake ⓘ 2014

Programme title ⓘ Accounting and Finance

Bursary description ⓘ

Bursary URL Test ▶

Scholarship URL Test ▶

Fee exemption grants URL Test ▶

Assign bursaries

No bursaries added Add bursary

[Cancel](#) Copy Save

You can add the following information:

Table 7-7: Bursary general information fields

Field	Use
Bursary description	Enter a general description of the bursary as applied to this programme.
Bursary URL	Enter a valid URL for a web page that provides further information on the bursary. Click on the Test button to check that the correct web page is loaded.
Scholarship URL	Enter a valid URL for a web page that provides further information on scholarships. Click on the Test button to check that the correct web page is loaded.
Fee exemption grants URL	Enter a valid URL for a web page that provides further information on fee exemption grants. Click on the Test button to check that the correct web page is loaded.

After entering or editing the bursary information, click on the **Save** button to save the changes or **Cancel** to leave the details unchanged.

7.3.1.2 Adding bursaries to a programme

1. Click on the **Add bursary** button. The **Assign bursaries** section is displayed.

2. Complete the following fields:

Table 7-8: Adding bursaries field

Field	Use
Subject option	Select a specific subject to which the bursary applies or All if it applies to all subjects in the programme.
Study mode	Select the study mode to which the bursary applies.
Attendance type	Select the attendance type to which the bursary applies.
Bursary title	Select the type of bursary from the drop-down list.

3. Click on the **Apply changes** button to add the bursary to the programme or click on **Cancel** to close the section without saving the bursary details.

7.3.1.3 Viewing, editing or deleting bursaries

To view, edit or delete a bursary:

1. Click on the bursary record. The **Assign bursaries** screen is displayed.

Assign bursaries

Subject option	Study mode attendance	Bursary title
Main	Full Time Attended	National Scholarship Programme
Main	Full Time Sandwich Attended	National Scholarship Programme

Subject option

Study mode *

Attendance type

Bursary title *

[Cancel bursary](#)

2. Complete the fields as described in Table 7-8 in Section 7.3.1.2.
3. Click on **Apply changes** to save the changes to the bursary, click on **Cancel bursary** to close the section without saving the changes or click on **Delete bursary** to delete the bursary from the programme.

7.3.2 Copying bursaries

You can copy bursaries from one programme and assign it to another. You can either copy bursaries to programmes (see Section 7.3.2.1) or programme groups (see Section 7.3.2.2).

7.3.2.1 Copy bursaries to programme groups

To copy bursaries to programme groups:

1. Click the **Bursaries** navigation button, search for a course as per Section 7.1.1 and then click the **Copy** button.

2. Select the items to copy from the three available options:
 - All bursaries
 - Copy individual bursaries
 - Copy course bursary details
3. Select the Programme Groups tab.
4. Search the programme group you want to copy to by specifying your search criteria:

Table 7-9: Search for programmes criteria to copy fees into

Criteria	Options
Intake	Select the intake cycle for which the bursary is available.
Include discontinued programmes	Specify whether you want to copy the bursaries to discontinued programmes by selecting Yes or No.

- When you have finished click **Search**. Your search result will be in the bottom part of the screen. All the programmes that satisfy your search criteria will be listed.
- Select the programmes in your search result that you want to copy bursaries to by ticking the respective check boxes.

Search for programmes to copy fees into

Programme Groups | Programmes

Intake * 2014 2015

All programme in group(s) ART AND DESIGN - ROUTE A (Simultaneous), FOUNDATION DEGREE

Include discontinued programmes Yes No

[Cancel criteria](#)

Programme	Qual	Prog-code	App-code	Subj-opt	Venue	Prog-status	Study mod	Duration
<input checked="" type="checkbox"/> Design Product	BA (Hons)	S57-X91	W240	Main	-	Running	FTA	3Yrs
<input type="checkbox"/> Fine Art	BA (Hons)	H19-G12	W100	Main	-	Running	FTA	3Yrs
<input type="checkbox"/> Graphic Arts and Design	BA (Hons)	W87-T43	W210	Main	-	Running	FTA	3Yrs
<input type="checkbox"/> Interior Architecture and ...	BA (Hons)	F15-Y31	W251	Main	-	Running	FTA	3Yrs

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[Cancel](#)

- When you have finished selecting the programmes click the **Copy** button.

7.3.2.2 Copy bursaries to programmes

To copy bursaries to programmes:

- Click the **Bursaries** navigation button and then click the **Copy** button.

2. Select the items to copy from the three available options:

- All bursaries
- Copy individual bursaries
- Copy course bursary details

3. Select the **Programmes** tab.

The screenshot shows the 'Copy Bursary - Accounting and Finance(S22-J94)' page. On the left, a sidebar contains buttons for 'Course fees', 'Accommodation costs', 'Bursaries', 'Course bursary details', 'Copy' (highlighted in red), and 'KIS Fee Return'. The main content area has a navigation bar with tabs: Home, Provider profile, Venues, Programmes & courses, Vacancies, Entry requirements, Fees & financial support (active), Contacts, and User accounts. Below the navigation bar, the page title is 'Copy Bursary - Accounting and Finance(S22-J94)'. The 'Select items to copy' section has three radio buttons: 'All bursaries' (selected), 'Copy individual bursaries', and 'Copy course bursary details'. The 'Search for programmes to copy fees into' section has two tabs: 'Programme Groups' and 'Programmes' (selected). Below the tabs, there are input fields for 'Intake *' (radio buttons for 2014 and 2015, with 2014 selected), 'Programme' (text input with 'e.g. Accounting'), 'Programme code / Application code' (text input with 'e.g. X11-Y22'), and 'Include discontinued programmes' (radio buttons for Yes and No, with No selected). At the bottom, there are 'Cancel criteria' and 'Search' buttons, and a 'Cancel' and 'Copy' button at the very bottom.

4. Search the programmes you want to copy to by specifying your search criteria. See Table 7-9 in Section 7.3.2.1 for information on search criteria.

5. When you have finished click **Search**. Your search result will be in the bottom part of the screen. All the programmes that satisfy your search criteria will be listed.

6. Select the programmes in your search result that you want to copy bursaries to by ticking the respective check boxes and click **the Add selected to list** button.

[Help](#) ^{*} Mandatory field

Home | Provider profile | Venues | Programmes & courses | Vacancies | Entry requirements | **Fees & financial support** | Contacts | User accounts

Copy Bursary - Law(X56-T24)

Select items to copy

All bursaries
 Copy individual bursaries
 Copy course bursary details

Search for programmes to copy fees into

Intake * 2014 2015

Programme

Programme code / Application code

Include discontinued programmes Yes No

[Cancel criteria](#)

Programme	Qual	Prog-code	App-code	Subj-opt	Venue	Prog-status	Study mode	Duration
<input checked="" type="checkbox"/> Computer Science	BSc (Hons)	B68-T03	G400	Main	-	Running	FTSA	4Yrs
<input checked="" type="checkbox"/> Computer Science	BSc (Hons)	B68-T03	G400	Main	-	Running	FTA	3Yrs

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Selected

Programme	Qual	Prog-code	App-code	Subj-opt	Venue	Prog-status	Study mode	Duration
<input checked="" type="checkbox"/> Computer Science	BSc (Hons)	B68-T03	G400	Main	-	Running	FTSA	4Yrs
<input checked="" type="checkbox"/> Computer Science	BSc (Hons)	B68-T03	G400	Main	-	Running	FTA	3Yrs

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[Cancel](#)

7. When you have finished selecting the programmes click the **Copy** button.

7.3.3 Managing bursaries

7.3.3.1 Create a new bursary

To set up a bursary or make changes to it, prior to allocating it to a programme:

1. Click on **Bursaries** navigation button.
2. Select **Manage bursaries** tab. The available bursaries are listed.

The screenshot shows the UCAS Course Collect interface. At the top right, the user is identified as 'Motia Khan' with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. A search bar is present for 'Programme code / Legacy code'. The main navigation bar includes 'Home', 'Provider profile', 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support' (highlighted), 'Contacts', and 'User accounts'. A sidebar on the left contains 'Course fees', 'Accommodation costs', 'Bursaries' (highlighted), and 'KIS Fee Return'. The main content area is titled 'Manage bursaries' and includes a button 'Or create new bursary'. Below this are two tabs: 'Allocate bursaries to courses' and 'Manage bursaries'. A table lists the following bursaries:

Title	UCAS Maintained	Intake	Status
National Scholarship Progra...	Leeds Metropolitan University	2015	Available
National Scholarship Progra...	Leeds Metropolitan University	2014	Available
Outstanding Achievement S...	Leeds Metropolitan University	2015	Available
Outstanding Achievement S...	Leeds Metropolitan University	2014	Available

At the bottom of the table, there are pagination controls: 'First Page', 'Previous', 'Page 1 of 1', 'Next', 'Last Page', and 'Displaying 1 - 4 of 4'.

3. Click the **Or create new bursary** button.
4. Complete the fields in the **Add bursary** screen, using Table 7-10 for guidance if required.

Home
Provider profile
Venues
Programmes & courses
Vacancies
Entry requirements
Fees & financial support
Contacts
User accounts

Course fees
Accommodation costs
Bursaries
Create new
KIS Fee Return

Add bursary Save

Bursary details

Effective intake: * 2014 2015

Withdraw from future use: * No Yes

Support type: *

Support title: *

Support coverage: *

Household income type:

Currency: *

Initial number available:

Support outline:

Academic requirements:

Location requirements:

Other requirements:

Non Income dependent award:

Minimum value:

Maximum value:

Description:

Bursary values:

No bursary bands added Add bursary band

[Cancel](#)
Save

Table 7-10: Adding and editing bursary fields

Field	Use
Bursary details	
Withdraw from future use	Click on Yes to prevent the bursary from being assigned to any courses in subsequent intake cycles. The bursary will remain attached to any programme in the current intake until it is manually removed by the user.
Support type	Select the support type from the options in the drop-down list.
Support title	Enter a title for the bursary.

Support coverage	Choose whether the bursary is to be applied to the Full Course or Per Annum .
Household income type	Choose either Residual or Total .
Currency	Select the currency in which the course fee is to be paid. The default is United Kingdom Pound .
Initial number available	Enter the number of bursaries available.
Support outline	Provide an outline of the way in which the bursary is intended to support the student.
Academic requirements	Specify any academic qualifications that the applicant must have.
Location requirements	Specify where the applicant must live in order to qualify for the bursary.
Other requirements	Enter any other necessary requirements for the applicant to be eligible for the bursary.
Non income dependent award	
Minimum value	Enter the minimum value of the bursary.
Maximum value	Enter the maximum value of the bursary.
Description	Enter a description of the bursary.
Bursary values	
Add bursary band button	Click on this button to add a bursary band. After entering the fields, click on Apply changes to save the new band or Cancel bursary band to close the screen without saving the changes.
Minimum income	Enter the minimum income to which this band applies (required).
Maximum income	Enter the maximum income to which this band applies.
Bursary value	Enter the value of the bursary for this income band (required).

7.3.3.2 Edit bursary

To set up a bursary or make changes to it, prior to allocating it to a programme:

1. Click on the **Bursaries** navigation button.
2. Select **Manage bursaries tab**. The available bursaries are listed.

3. Click the required bursary. The bursary details are displayed.

4. Select the intake you want to view or change by clicking on the relevant intake button on the left of the screen.
5. Click on the **Edit** button and add or change the information detailed in Table 7-10 above.
6. After entering or editing the bursary information, click on the **Save** button to save the changes or **Cancel** to leave the details unchanged.

7.3.3.3 Extending a bursary

To extend a bursary to the next intake:

1. Ensure that the bursary for the most recent year is being displayed by clicking the most recent intake year navigation button.
2. Click on the **Extend bursary** button in the **Edit bursary** screen.

The screenshot shows the 'Edit bursary' screen. At the top, there is a navigation bar with tabs: Home, Provider profile, Venues, Programmes & courses, Vacancies, Entry requirements, Fees & financial support (highlighted), Contacts, and User accounts. A 'Help' link and 'Mandatory field' indicator are also present. On the left, there is a sidebar with buttons for Course fees, Accommodation costs, Bursaries, 2014 (highlighted), and KIS Fee Return. The main content area has a green banner that says 'New bursary has been created'. Below this is the 'Edit bursary' header with 'Extend bursary' and 'Edit' buttons. The bursary details are as follows:

Bursary details	
Effective intake: *	2014
Withdraw from future use: *	<input checked="" type="radio"/> No <input type="radio"/> Yes
Support type: *	Bursary
Support title: *	Access course bursary
Support coverage: *	Per Annum
Household income type:	Total
Currency: *	United Kingdom Pound

3. The bursary details are displayed showing the next intake year.

The screenshot shows the 'Extend bursary' screen. The navigation bar is the same as in the previous screenshot. The sidebar now has the '2014' button highlighted and the 'Extend' button highlighted. The main content area has a header that says 'Extend bursary' with a 'Save' button. The bursary details are as follows:

Bursary details	
Effective intake: *	2015
Withdraw from future use: *	<input checked="" type="radio"/> No <input type="radio"/> Yes
Support type: *	Bursary
Support title: *	Access course bursary
Support coverage: *	Per Annum
Household income type:	Total
Currency: *	United Kingdom Pound

4. Click **Save** to save the bursary for the next intake year.
5. To edit the bursary details select the effective intake year from the left hand tab.

Home	Provider profile	Venues	Programmes & courses	Vacancies	Entry requirements	Fees & financial support	Contacts	User accounts
------	------------------	--------	----------------------	-----------	--------------------	--------------------------	----------	---------------

Course fees

Accommodation costs

Bursaries

2014

2015

KIS Fee Return

Edit bursary Save

National Scholarship Programme - 2015

Bursary details

Effective intake: * ? 2015

Withdraw from future use: * ? No Yes

Support type: * ? Bursary ▼

Support title: * ? National Scholarship Programme

Support coverage: * ? Per Annum ▼

Household income type: ? Residual ▼

Currency: * ? United Kingdom Pound ▼

Initial number available: ?

Support outline: ? The National Scholarship Programme is an initiative aimed at students from low-income families and funded by both the Government and universities. A full time Leeds Metropolitan ▲▼

Academic requirements:

Location requirements: ?

Other requirements: ? To be eligible for a National Scholarship from Leeds Metropolitan University you have to meet all the government criteria which are:-
1. Be a permanent resident in England and assessed as a 'home' ▲▼

Non Income dependent award:

Minimum value:

Maximum value: ?

Description:

Bursary values:

No bursary bands added Add bursary band

Cancel
Save

6. Make any necessary changes to the bursary details. You can refer to Table 7-10 above for guidance.
7. Click on the **Save** button to create the new bursary or **Cancel** to exit the update function.

7.4 KIS fee return

The **KIS fee return** section displays the criteria for selecting a programme.



Note that KIS fee information can only be entered for the 2014 intake. From the 2015 intake onwards, UCAS will no longer be receiving or updating KIS fee information. If you require further information, please consult the HESA website.

8. User accounts and contacts

Course Collect allows providers to add and maintain user accounts for various purposes. It also allows you to add and maintain contacts. You can set up contacts for different purposes such as open days, admissions, enquiries etc.

Table 8-1 summarises the functions of the **User accounts** and **Contacts** sections of Course Collect.


Table 8-1: User accounts and Contacts functions

Page / section / screen	Core function	Instructions
User accounts section	Manage users	Section 8.1
Search and manage user accounts screen	Add and edit user accounts Deactivate accounts	Section 8.1.1 - 8.1.3
Contacts section	Manage contacts	Section 8.2
Search and manage contacts screen	Add and edit contacts and assign permissions	Section 8.2.1 - 8.2.2



Each section and screen is accessed via the relevant navigation button usually on the left of the screen.



Where available, the help icon  next to the fields can be clicked for further information.

8.1 User accounts

The **User accounts** page in Course Collect enables providers to manage users of the system. User accounts can be restricted to give access only to certain sections of the system and give the ability to update or view-only.

There are three levels of account:

1) Administrator	An Administrator can carry out all functions including add, edit and approve information.
2) Editor	An Editor can edit information but not approve the changes. Any changes made by an editor will have to be approved by an Administrator
3) Viewer	A Viewer can only view information and not make any changes.



User accounts set up for Course Collect will not have access to other UCAS systems.

A provider can request up to two Administrator accounts. Only Administrators can add additional users. When setting up a new account, the **Role name** selected will have to be one of the three above options and this will dictate the permissions available to that account.



Standard account security measures should always be implemented when issuing Course Collect accounts:

- Do not share a user account with any other individual
- Do not write down your user account details
- Make sure your account password is strong, using a combination of upper and lower case letter and numbers, and avoid common words or phrases.



*The username for each account must be the email address used to set up the account. This will allow the **Forgot password** button to automatically prompt the user if required on the login page of Course Collect.*



The email address for a user can only be used once on the system. If a user works across more than one provider, please email CourseCollect@ucas.ac.uk so that we can assist you in setting up the user with a second account.

8.1.1 Add a user account

There are two parts to creating a user account:

Part 1: Add user to the system

Part 2: Assign permissions to the user

8.1.1.1 Part 1: Add user to the system

To add a user:

1. Click the **User accounts** section of Course Collect and then click the **Or add user account** button.

2. Complete the fields in the **Add new user account** screen. The fields that are mandatory are marked with (*):
 - **Role name:** select from one of the three roles (Administrator, Editor or Viewer). The role will determine the functions the user can perform within Course Collect.
 - **Provider:** The details in this field are pre-populated and cannot be changed.
 - **First name:** Enter the first name of the user.
 - **Last name:** Enter the surname of the user.
 - **Username:** Enter a valid email address. The username must be an email address.
 - **Email:** Enter a second email address for contact purposes by un-ticking the **Same as username** check box or leave the check box ticked if the email address entered as username is to be used for contacting purposes.
 - **Primary phone:** Enter the main contact number and extension as applicable.
 - **Other phone:** You can enter a second phone number or leave this field blank.

Motia Khan | [Switch to UCAS View](#) | [View legacy notes](#) | [Logout](#)

Programme code / Legacy code

[Help](#) ^{Mandatory field*}

Home
Provider profile
Venues
Programmes & courses
Vacancies
Entry requirements
Fees & financial support
Contacts
User accounts

Add new user account

Leeds Metropolitan University [AC835 / L27]

Role Name: *

Provider: * **Leeds Metropolitan Universi**

First Name: *

Last Name: *

Username: *

Email: * Same as username

Primary Phone: *

Other Phone:

[Cancel](#)
Add User Account

3. Once you have completed the required field, click the **Add User Account** button. The user account has now been added to the system and you should proceed with part two – assign permission to users (Section 8.1.1.2).

8.1.1.2 Part 2: Assign permission to users

Once an account has been created, the provider administrator can manage which parts of the system that user has access to by ticking and un-ticking permissions from the list of permissions available.

To assign permissions:

1. In the main **User accounts** page find the user you added in part 1 and click on the user record. The information entered when adding the user will now be in editable format.
2. Scroll to the bottom part of the screen and tick the required check boxes to assign permissions or un-tick to remove permissions.
3. Once you have assigned the permissions click the **Save User Account** button.

[Help](#) Mandatory field*

[Home](#) | [Provider profile](#) | [Venues](#) | [Programmes & courses](#) | [Vacancies](#) | [Entry requirements](#) | [Fees & financial support](#) | [Contacts](#) | **[User accounts](#)**

Edit a user account

University of Portsmouth [TG534 / P80]

Role Name: * Provider Editor

Provider: * University of Portsmouth

First Name: * [Blank]

Last Name: * [Blank]

Username: * [Blank]

Email: * [Blank] Same as username

Primary Phone: * [Blank] Ext

Other Phone: [Blank] Ext

(SYSTEM) Provider Homepage

(PROVIDER) View Provider Profile

(PROVIDER) View Venues

(PROVIDER) View Programmes and Courses

(PROVIDER) View Vacancies

(PROVIDER) View Entry Requirements

(PROVIDER) View Fees and Financial Support

(PROVIDER) View Contacts

(PROVIDER) Maintain Provider Profile

(PROVIDER) Maintain Venues

(PROVIDER) Maintain Programmes and Courses

(PROVIDER) Maintain Vacancies

(PROVIDER) Maintain Entry Requirements

(PROVIDER) Maintain Fees and Financial Support

(PROVIDER) Maintain Contacts

(PROVIDER) Maintain Provider User Accounts

(PROVIDER) Approve Provider Profile

(PROVIDER) Approve Venue Profile

(PROVIDER) Approve Programme Profile

(PROVIDER) Approve Entry Requirements

[Cancel](#)



The same procedure applies to assign / remove permissions to existing users.

4. Click **Save User Account** to save the changes.



*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

5. Click the **Send Activation Email** to send an email to the user to activate the account. The user can now follow the instructions in the email to activate the account.

8.1.2 Manage user accounts

8.1.2.1 Edit user information

To edit user information:

1. Search and find the user using the search function in the **Search and manage user accounts** screen. You can search by username or role and click the **Find user account** button. Alternatively you can navigate the pages and find the user from the list of users displayed on the screen.

The screenshot shows the 'Search and manage user accounts' interface. The top navigation bar includes links for Home, Provider profile, Venues, Programmes & courses, Vacancies, Entry requirements, Fees & financial support, Contacts, and User accounts (highlighted). A 'Help' icon and 'Mandatory field' label are also present. The search form has a title 'Search and manage user accounts' and a 'Or add user account' button. The form fields are: Provider (University of Portsmouth), Role Name (Please select), and Username (This must be a valid email address). There are 'Cancel criteria' and 'Find user account' buttons at the bottom.

2. Once you have found the user, click on the relevant user record. The user information entered when adding the user will now be in editable format.
3. Edit the information as required:
 - **Provider:** Entry in this field is fixed.
 - **First name:** Edit the first name of the user.
 - **Last name:** Edit the surname of the user.
 - **Username:** Edit the email address entered.
 - **Email:** The activation email will be sent to the email address given as the username. This **MUST** be an active email account. Enter a second email address for contact purpose by un-ticking the **Same as username** check box or leave the check box ticked if the username email address is to be used for contacting purpose.
 - **Primary phone:** Edit the main contact number and extension if applicable.
 - **Other phone:** You can enter or edit the second phone number.
 - Assign or remove permissions by ticking the check boxes as per Section 8.1.1.2.
4. Once you have finished making changes, click the **Save User Account** button.

[Help](#) Mandatory field*

Home | Provider profile | Venues | Programmes & courses | Vacancies | Entry requirements | Fees & financial support | Contacts | **User accounts**

Edit a user account

University of Portsmouth [TG534 / P80]

Role Name: * **Provider Editor**

Provider: * **University of Portsmouth**

First Name: *

Last Name: *

Username: *

Email: * Same as username

Primary Phone: * Ext

Other Phone: Ext

- (SYSTEM) Provider Homepage
- (PROVIDER) View Provider Profile
- (PROVIDER) View Venues
- (PROVIDER) View Programmes and Courses
- (PROVIDER) View Vacancies
- (PROVIDER) View Entry Requirements
- (PROVIDER) View Fees and Financial Support
- (PROVIDER) View Contacts
- (PROVIDER) Maintain Provider Profile
- (PROVIDER) Maintain Venues
- (PROVIDER) Maintain Programmes and Courses
- (PROVIDER) Maintain Vacancies
- (PROVIDER) Maintain Entry Requirements
- (PROVIDER) Maintain Fees and Financial Support
- (PROVIDER) Maintain Contacts
- (PROVIDER) Maintain Provider User Accounts
- (PROVIDER) Approve Provider Profile
- (PROVIDER) Approve Venue Profile
- (PROVIDER) Approve Programme Profile
- (PROVIDER) Approve Entry Requirements

[Cancel](#)



*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

8.1.2.2 Reset account

If a user account has been locked or deactivated, you can reset the account by sending the user an activation email by clicking the **Send activation email** button at the bottom of the account details screen.

The user will have to use the instructions in the email to reactivate the account.

Alternatively, users can email CourseCollect@ucas.ac.uk and request that their account is unlocked.

8.1.3 Deactivate user

If an individual leaves the provider or no longer requires access to Course Collect, the administrator should deactivate the user account immediately, to prevent unauthorised changes being made to the data.

If UCAS is aware that a user is no longer employed by the provider, the account will be deactivated immediately and the Primary Correspondent informed. If the user account is for the Primary Correspondent, UCAS and the provider must identify a suitable replacement within 10 working days.

Accounts can be deactivated by searching for the user as per Section 8.1.2.1 and then clicking the **Deactivate** button at the bottom.

The screenshot shows the 'Edit a user account' interface. At the top is a navigation menu with 'User accounts' highlighted. The form title is 'Edit a user account' for 'University of Portsmouth [TG534 / P80]'. Fields include: Role Name (dropdown: Provider Editor), Provider (University of Portsmouth), First Name, Last Name, Username, Email (checked 'Same as username'), Primary Phone (with Ext field), and Other Phone (with Ext field). A large list of checkboxes follows, including '(SYSTEM) Provider Homepage' and various '(PROVIDER)' permissions for viewing and maintaining profiles. At the bottom are buttons: 'Cancel', 'Deactivate', 'Send Activation Email', and 'Save User Account'.

Any change to an email address used for an account will cause the account to be deactivated. Please contact the Data Collection Team at CourseCollect@ucas.ac.uk if your provider is making changes to the format of your email addresses so that we can assist you with the amendments.

8.2 Contacts

The **Contacts** section of Course Collect is used to add or maintain the provider’s contacts.

You can add contacts for different purposes such as admissions, open days, Clearing, international enquiries etc. Contacts can be separated into two groups - Provider Contacts and Venue Contacts.

When you click the **Contacts** section you will see all the contacts added to the system listed with their name, contact purpose and primary phone number (if it was entered)

[Help](#) ^{Mandatory field*}

Home | Provider profile | Venues | Programmes & courses | Vacancies | Entry requirements | Fees & financial support | **Contacts** | User accounts

Search and manage contacts

Contact context: Provider Contacts Venue Contacts

Venue name:

Contact purpose:

Address:

[Cancel criteria](#)

Name ▲	Contact Purpose	Primary Phone
* Admissions Team	Clearing Contact Details	023 9284 8000
* Assistant Registrar (Admissions)	Admissions	023 9284 5566
* ...	Confidential Clearing Contact	023 9284 2427



Each primary contact is marked with a red () asterisk next to it.*

8.2.1 Search and manage contacts

To manage existing contacts you need to first search for and find the contact and then you can edit the details or delete the contact.

8.2.1.1 Search for contacts

To search for a contact:

1. Specify your search criteria in the **Search and manage contacts** page:
 - Select the type of contact (*Provider contact* or *Venue contact*)
 - If you have selected *Venue contact*, the venue field will become active – select the venue using the drop-down menu. If you selected *Provider contact*, you can skip this step.
 - Select a **Contact purpose** using the drop-down menu to narrow down the search result.
 - Select an address to further narrow down the search result

The screenshot shows the UCAS Course Collect interface. At the top left is the UCAS Course Collect logo. At the top right, there is a user profile 'Motia Khan' with links for 'Switch to UCAS View', 'View legacy notes', and 'Logout'. Below this is a search bar with the placeholder 'Programme code / Legacy code' and a 'Search' button. A navigation menu includes 'Home', 'Provider profile', 'Venues', 'Programmes & courses', 'Vacancies', 'Entry requirements', 'Fees & financial support', 'Contacts' (highlighted), and 'User accounts'. The main content area is titled 'Search and manage contacts' and contains a form with the following fields:

- Contact context:** Radio buttons for 'Provider Contacts' (selected) and 'Venue Contacts'.
- Venue name:** A dropdown menu with 'Please select'.
- Contact purpose:** A dropdown menu with 'Please select'.
- Address:** A dropdown menu with 'Please select'.

 At the bottom left of the form is a link 'Cancel criteria'. At the bottom right are two buttons: 'Add new contact' and 'Find contacts'.

2. Once you have specified your search criteria, click the **Find contacts** button and your search result will be listed in the bottom part of the screen. You can now manage the contacts.

[Help](#) Mandatory field*

Home | Provider profile | Venues | Programmes & courses | Vacancies | Entry requirements | Fees & financial support | **Contacts** | User accounts

Search and manage contacts

Contact context: Provider Contacts Venue Contacts

Venue name:

Contact purpose:

Address:

[Cancel criteria](#) **Add new contact** **Find contacts**

Name ▲	Contact Purpose	Primary Phone
★ Admissions Team	Clearing Contact Details	011 2222 2222
★ Assistant Registrar (Admissions)	Admissions	011 2222 2222
★ Head of Office	Confidential Clearing Contact	011 2222 2222
★ Vice Chancellor or Principal	Vice Chancellor or Principal	011 2222 2222
★ Confidential Clearing Contact	Confidential Clearing Contact	011 2222 2222
★ Confidential Clearing Contact	Confidential Clearing Contact	011 2222 2222
★ Confidential Clearing Contact	Confidential Clearing Contact	011 2222 2222
★ Prospectus Requests	Prospectus contact	011 2222 2222
★ Confidential Clearing Contact	Confidential Clearing Contact	011 2222 2222

First Page Previous Page of 1 Next Last Page
Displaying 1 - 9 of 9

Key ★ Primary contact

8.2.1.2 Edit contact details

To edit contact details:

1. Search for contacts as per Section 8.2.1.1 and from your search result, click on the contact you want to edit. Most of the fields will now be editable.
2. Make changes as required, using Table 8-2 for guidance

[Help](#) Mandatory field*

Home | Provider profile | Venues | Programmes & courses | Vacancies | Entry requirements | Fees & financial support | **Contacts** | User accounts

Confidential Clearing Contact ★

New purpose ▶

Add new purpose - XXXXXXXXXX

Primary contact **Save**

Contact profile

Contact context * Provider Contact Venue Contact

Venue name

Contact purpose *

Contact type * Named Contact Non Person Contact

First name *

Last name *

Salutation

Job title **Deputy Academic Registrar**

Role area **Admissions**

Availability of contact

General comments

URL Test ▶

Contact details and address

Mail stop

Address: * [Change address](#)

Primary phone Ext

Other phone Ext

Fax Ext

Minicom Ext

Mobile phone

Email

Webform Test ▶

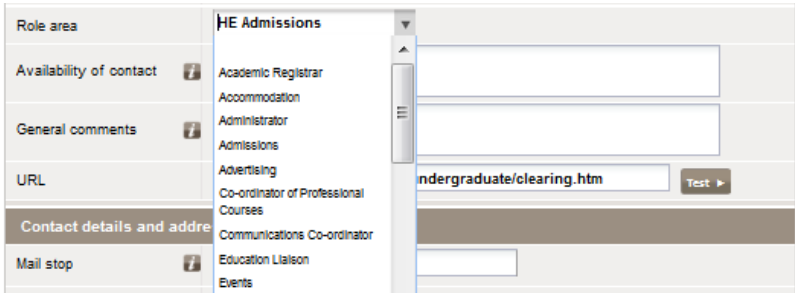

[Cancel](#) **Save**



*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

Table 8-2: Add/Edit contacts field

Field	Use
Contact context	<p>Two types of contacts can be added:</p> <ul style="list-style-type: none"> • Provider Contact • Venue Contact <p>You can only select one option and this can only be done when you are adding a new contact. This field cannot be edited later. If the same contact needs to be added in a different context then you will have to enter them as a new contact within that context.</p>
Venue name	If the contact selected is a Venue contact, then select the required venue using the drop-down menu.
Contact purpose	You can enter contacts for different purposes, such as open days, Clearing, admissions and international enquiries. You can only select a purpose when adding a new contact. This field is not editable once the contact has been set up, but a new purpose can be added to the same user, by clicking the Add New Purpose button at the top (see Section 8.2.1.2.1).
Contact type	For every contact you add to the system, you need to select the contact type – Named Contact or Non Person Contact (e.g. department or reception desk). You can only select the contact type purpose when adding a new contact. This field is not editable later.
First name	Enter/edit the contact's first name.
Last name	Enter/edit the contact's last name.
Salutation	Use the drop-down menu to select a salutation (title).
Job title	Enter/edit the contact's job title.

<p>Role area</p>	<p>Select the division the contact works in using the drop-down menu:</p> 
<p>Availability of contact</p>	<p>Enter information to indicate when the contact is available. For example if they work certain days and certain hours you can enter this information here.</p>
<p>General comments</p>	<p>Enter/edit any other information that you feel is relevant.</p>
<p>URL</p>	<p>Enter/edit the web page of the department the contact works in. You can use the Test button to test the link to the web page is active.</p>
<p>Mail stop</p>	<p>This field should be used to indicate if there is a specialist area to address post to enable it to reach the recipient quicker i.e. Jane Smith, University of Anywhere, Policy Department. The mail stop is the location of the in-tray for that Department.</p>
<p>Address</p>	<p>The address selected when adding a contact is shown and you can change the address by clicking the Change address option. You can either select a different address from the list or enter a new address by clicking the Add address option.</p> 
<p>Primary phone Other phone Fax Minicom Mobile phone</p>	<p>Enter/edit numbers in these fields if applicable. These fields are not mandatory but UCAS recommends that you enter at least one number that the contact can be contacted on.</p>
<p>Email</p>	<p>Enter/edit an email address by which the user can be contacted.</p>

Webform	Enter/edit the URL link to a contact form on the provider web site. You can click the Test button to test the URL link.
----------------	--

3. Once you have made the changes click **Save**.

8.2.1.2.1 Add a new purpose

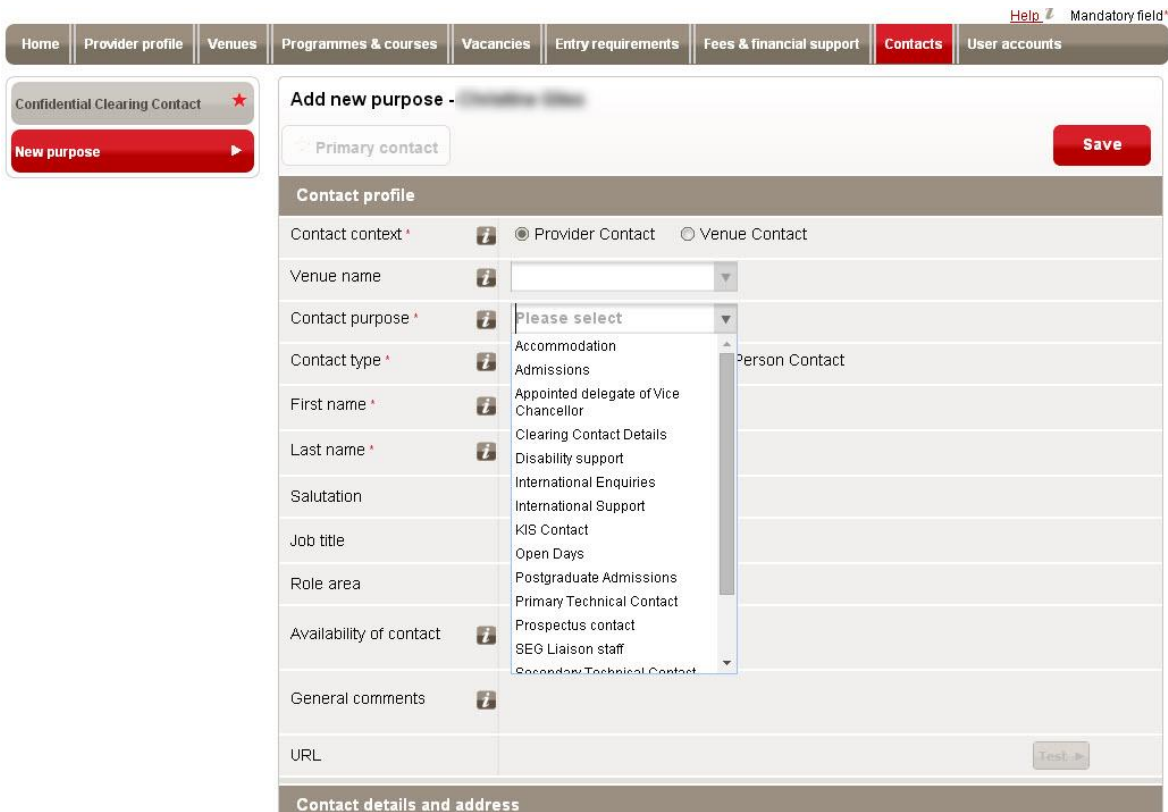
To add a new purpose to a contact:

1. In the **Edit contact** screen, click the **Add New Purpose** button.

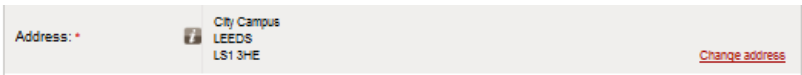


This will take you to the **Add new purpose** sub-page and make the **Contact purpose** field editable as well as the information in the **Contact details and address** section.

2. Select a new **Contact purpose** using the drop-down menu.



3. Enter contact information

Mail stop	This field should be used to indicate if there is a specialist area to address post to enable it to reach the recipient quicker i.e. Jane Smith, University of X, Policy Department. The mail stop is the location of the in-tray for that Department.
Address	<p>The address selected when adding a contact is shown and you can change the address by clicking the Change address option. You can either select a different address from the list or enter a new address by clicking the Add address option.</p> 
Primary phone Other phone Fax Minicom Mobile phone	Enter/edit numbers in these fields if applicable. These fields are not mandatory but UCAS recommends that you enter at least one number that the contact can be contacted on.
Email	Enter/edit an email address by which the user can be contacted.
Webform	Enter/edit the URL link to a contact form on the provider’s website. You can click the Test button to test the URL link.

- Once you have finished click **Save**, and the contact will now be listed on the main **Contacts** page under a new purpose. They will also still be listed under the original purpose.

8.2.1.3 Delete contact

To delete a contact, load details as per Section 8.2.1.1 and then click the **Delete Contact** button at the bottom of the screen.

8.2.2 Add a new contact

To add a new contact:

1. In the **Search and manage contacts** screen, click **Add new contact**.

2. Complete the fields in the **Add contact** screen. You can refer to Table 8-2 in Section 8.2.1.2 for guidance.

3. Once you have completed the required fields click **Save**.



*Note that if, at any point, you click on the **Cancel** button in the left corner of the screen before saving the changes, all changes will be lost.*

Glossary

Administrator - A user with the necessary permissions to publish changes to *programme profiles* or to approve changes made by an *Editor* to a programme profile. An Administrator also has the ability to create and manage Editor accounts.

Admissions test - A test that must be passed by an applicant in order to qualify for entry to a course.

Application code - A unique code that identifies a *programme* for a particular *provider*.

Balance indicator - Indicates the balance of subject areas in a *programme*. For example, where a programme consists of two distinct topics of study such as French and Music in equal measure, the Balance Indicator should be set to Balanced. Where a programme of study consists of two topics of study with an approximate division of 75% - 25%, the Balance Indicator should be set to Major/Minor. A Balance Indicator of Combined should only be used where a programme has more than three distinct topics of study that are offered in equal proportion. The selection of Balance Indicators has a direct relationship to the primacy of JACS assigned by UCAS to each course, which in turn may affect the positioning of programmes within downstream products and services provided by UCAS.

Bursary - Finance provided to students to assist with the costs associated with higher education. A bursary can be based on academic performance, financial and/or personal needs.

Clearing - A service which is part of an undergraduate application. If an applicant has received offers, declined their offers or did not get the grades they needed, Clearing allows an applicant to apply for courses that still have vacancies.

Course - An instance of a *programme*. There will be one or more courses per programme if the method of delivery and/or, duration and/or venue has differences. Providers may create 'one programme/one course' or 'one programme/multiple courses' depending on their own internal management system requirements. Every course must have at least one *stage*.

Course joining date - Course start date.

Course status - The course status must be one of: Discontinued, Running or Suspended. If a course is being withdrawn for the current intake but might be offered again in subsequent intakes, its status is Suspended. If a course will never be offered again, its status is Discontinued. In all other cases the status is Running.

Criminal Records Bureau Check (CRB Check) - See *Disclosure and Barring Service Check*.

DBS check - See *Disclosure and Barring Service Check*.

Deferred entry - For certain courses, an applicant can choose to defer entry to the course until a later *intake*.

Disclosure and Barring Service Check (DBS Check) - A check against criminal records required for some programmes. Formerly known as the Criminal Records Bureau (CRB) Check.

ECDD - See *Equal Consideration Deadline Date*.

Editor - A user with the necessary permissions to make changes to *programme profiles and* other data. The changes can only be published after they have been approved by an *Administrator*. Editors cannot create user accounts.

Equal Consideration Deadline Date (ECDD) - Courses with a *programme category* of Medicine, Dentistry and Veterinary Science will have an ECDD of 15 October. Practical arts courses that require applicants to produce a portfolio of work as part of their application usually have the programme category of Art and Design and will have an ECDD of 24 March. All other courses have an ECDD of 15 January.

Entry requirements - Qualifications or other requirements that an applicant must have in order to enter a *programme*. Academic requirements are any formal qualifications, for example GCE A level. Non-academic requirements are any additional requirements that an applicant must have to enter the programme or may have to complete in order to enter the programme, for example previous experience or an interview.

Erasmus mundus - An initiative to promote the educational exchange opportunities for non-European students (with Europeans being exceptional cases). The *Erasmus Programme* is open to Europeans only.

Erasmus programme - An initiative to promote the educational exchange opportunities for European students. The *Erasmus Mundus* is open to non-Europeans with Europeans being exceptional cases.

FAQ - Frequently asked questions.

Group validation - The process of validating a course when completed by more than one organisation.

HEFCE - Higher Education Funding Council for England.

HESA - Higher Education Statistics Agency.

Intake - The joining year for a *programme*. For example, if the *course joining date* is September 2015, the intake will be 2015.

Keyword - A word or phrase that will return a particular *course* when entered using the search tool.

JACS - The Joint Academic Coding System (JACS) is owned and maintained by the Universities and Colleges Admissions Service (UCAS) and the Higher Education Statistics Agency (HESA). It is used for subject coding of provision across higher education in the UK.

Open access - An open access course does not require formal qualifications to allow entry on to the course.

Password - A password is a string of characters used alongside a username to authenticate a user on a computer system.

Profile - Set of user permissions.

Programme - A period of study leading to a qualification, such as a degree in a particular subject. Every programme must have at least one *course*.

Programme category - Each programme is placed in a category that determines the *equal consideration deadline date* (ECDD). CUKAS courses should have a programme category that is either blank or set to Dance, Drama and Screen Production.

Programme code - A unique code that identifies a *programme* for a particular *provider*.

Programme group - A number of programmes grouped together to make bulk updates easier.

Programme profile - Each *programme* has its own profile, consisting of information such as target audience, modular structure, equipment needed, leaving destinations, skills and experience gained and marketing information.

Provider - The university or other institution providing *programmes* and *courses*.

Provider application code - A code that identifies a *provider* for the purposes of the admissions scheme. The code can only be amended by request, supported by official documentation.

Provider reference code - The code that identifies the *provider* on the system. The Provider Reference Code cannot be changed.

Publishing status - A course can either be Published or Not Published. Published courses appear in Apply and Track and on the UCAS search tool. All courses should be published at some point in the admissions cycle.

Role name - There are three role names supported (Administrator, Editor or Viewer). The role will determine the functions the user can perform in Course Collect.

Stage - The entry point for a *programme* or *course*. Each programme or course must have at least one and may have a number of stages.

Subject option - A variant of a *course*. Most courses will not have subject options, only a Main course.

Tariff points - The UCAS Tariff is a means of allocating points to post-16 qualifications used for entry to higher education. It was developed to allow for broad comparisons to be made about a wide range of qualifications by universities and colleges and to help them with their management information.

UKPRN - A UK Provider Reference Number (UKPRN) is an externally-issued number issued to providers that are currently registered with *UKRLP*.

UKRLP - UK Register of Learning Providers. The UKRLP allows providers to update their information in one place and share this across agencies such as the Skills Funding Agency, the *Higher Education Statistics Agency (HESA)*, the Higher Education Funding Council for England (HEFCE) and UCAS.

URL - The address of an internet page.

Username - A username is a name that uniquely identifies someone. The usernames used to log into Course Collect will be your email address.

Vacancy - A course with vacancies has places available for students. However, the *vacancy status* identifies the applicants for whom vacancies are available and appear in the search tool.

Vacancy status - The vacancy status determines the way in which vacancies are displayed as being available to applicants in the search tool. For example, course vacancies with a vacancy status of "All" will be displayed as available to all students while those with a status of International will only be displayed as available to international students.

Validation - The process of validating a course, which may be completed by either the provider of the course or an external body.

Venue - A location where a *course* is delivered. If a *programme* is delivered at more than one venue, then it will have a course for each venue.

Viewer - A user account with Viewer permission can only view information and not make any changes.