



UNIVERSITY *of* LIMERICK

O L L S C O I L L U I M N I G H

**Student Records Systems Development
Policy**

(Taught Academic Programme)

&

**Academic Programme System
Development/Additional Support Review
Template**

Policy approved by Executive Committee 22 February 2017

Template approved by SITS Steering Committee July 2018

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Student Records Systems Development Policy

(Taught Academic Programme)

Introduction

The University of Limerick has a population of 14,000 students comprising undergraduate and postgraduate taught and research programmes. The Academic Council of the University accredits directly or through its subcommittee, the Academic Programme Review Committee all programmes of study leading to University awards. The Student Records Systems of the University include a range of systems the principal one being a product called SI supplied by Tribal in the UK. The SI system manages academic records for both current and past students and associated academic programme structure. Related systems are CMIS and ASCS (scheduling), MERC (grade entry), APRC (programme approval), Digitary, Fortis, and ID Card. The combination of these systems provides the critical infrastructure components relied upon by students and staff in managing student records and programmes of study.

The SITS Steering Group has overall responsibility for Governance of Student Records Systems development. The Group considers and prioritises proposed student records systems development projects. In seeking to assist and understand course team requirements Academic Registry will engage with departments to complete a more detailed programme review template. The SITS steering group will review funding arrangements for systems development; faculties should be prepared to contribute to such development and in particular where specific bespoke development is requested.

SI and CMIS Core Functionality

Academic Programme configuration fully supported by SI and CMIS requires that the academic programmes complies with the Handbook of Academic Regulations and Procedures, including that:

- Academic Programme and **all** modules therein are delivered in the following time periods:
 1. Autumn/Spring semesters (week 1-12 teaching, week 13 reading, week 14-15 scheduled examinations, and meet grading deadline).
 2. Repeat examinations (August of relevant year as published in the academic calendar).
- Where central scheduling is requested, no specific module or programme scheduling constraints are required.
- Non-graduating Exam Boards are held during week 17 of the Autumn and Spring Semesters, and end of August for the Summer Semester.
- Graduating Students are presented at one of the scheduled (academic calendar) Exam Boards: May Exam Board; June Exam Board (Summer); September (Autumn) Exam Board; or November (Winter) Exam Board.

- Progression decisions are finalised during week 17 of the Autumn and Spring semesters, and the end of September for the Summer semester.
- The programme may also include the following general and programme specific regulations.
 1. Minimum performance standard of C3 may be specified for normally graded modules, compensating fail Grades (D1 & D2) may not be awarded.
 2. Modules may be defined as PARE (Professional Accreditation Related Elements)
 3. Students on Placement in Partner institutions may progress to the next year with deficient grades that must be cleared prior to graduation.
 4. Progression decisions for master's students studying on a part-time/flexible basis maybe be deferred for a maximum of three years
 5. Academic Programme may have a Summer Semester (normally Master's programme only)
 6. Structured PhD programmes may elect to have a QCA of 3.0 to progress to the next stage (normally progression is QCA of 2.00).

Course Teams and Departments

1. Programme structure aligns with SI and CMIS Core Functionality:
 - a. If your new programme or programme modifications **aligns** with the SI and CMIS Core Functionality above, there is no requirement for the course team to contact SAA during the programme development/approval process.
2. Programme Structure does not align fully with SI and CMIS Core Functionality:
 - a. If you are in any doubt or where your programme structure **does not align** with the SI and CMIS Core Functionality above, you should contact Academic Registry for advice as early as possible in the programme development cycle.

General Student Records System Development Strategy

- Course directors and departments should aim to maximise use of core configurations and functions available on the university's student record and scheduling system (SI and associate systems) when developing programmes of study. By adopting and seeking to maximise the opportunities for a systems approach to the administration and management of student records the University will be in a better position to support staff and students efficiently and effectively manage student records during students' academic life-cycles.
- Where new or modified programmes structures fully align with the Student Records Systems functionality administration and management of programmes and student records becomes more efficient, risk is reduced and a better experience for all users can be attained. Programmes which do not fully align with the Student Records Systems are managed through a combination of systems and manual processing by academic staff and administrative staff of the university. Inherent in managing programmes which do not fully align is that administration and management of programmes and student

records becomes less efficient, risk increases, and it is more difficult to ensure a consistent high quality user experience. Academic Registry is committed to upgrading the Students Records System to meet the academic and administrative requirements of the University.

- By identifying at concept stage (prior to submission to the APRC Workflow or submission to external funding agencies or partner institutions) **unsupported programme requirements** for new or existing taught programmes, Academic Registry will be in a position to offer advice and alternative options to the Course Team. Where the proposed programme structure is not supported by the Student Records Systems. Academic Registry will engage with the Course Team, ITD, and Tribal to investigate potential solutions for consideration by the SITS Steering Group (the governance body for systems development). The Steering Committee will review the proposed development request, consider implication and cost of system development and if applicable any manual processing requirements and determine if the proposed or modified programme can proceed.
- Faculties and departments may not advertise, promote, offer places, or recruit student to academic programmes until confirmation has been received from Academic Registry that the programme can be supported by the student records systems.
- *Academic programmes which are currently approved by Academic council and which are not fully supported by SI, (i.e. currently require manual processing/intervention) will continue to be fully supported by the Division. The Division is engaged with the SITS Steering Group in a systems enhancement project to increase the number of programmes fully supported by the student records system.*

Programme Structure Established as Non-compliant after Academic Approval

Where it transpires that following academic approval of a programme features of the programme are identified that do not align with the SI and CMIS core functionality, and where it is not possible to fully represent the programme structure on the Student Records Systems Academic Registry will consult with the Course Director and the Department on the issue. Course Directors and Departments should note that it is not possible to enrol students on programmes of study prior to the creation of the programme on SI.

- Consult with Academic Registry on the issues raised and evaluate potential options available.
- Seek academic approval where applicable to modify the programme to align with the core systems functionality.
- Where academic programme structure cannot be supported by SI in the required timeframe the HOD and Academic Registry will engage to review and establish whether there are any interim measures to manage the student records. (This will generally involve a combination of system and manual process of student records

and is only practicable and cost effective when dealing with small students numbers over an interim period).

- The SITS Steering Group will determine whether the:
 - Programme should be run through a combination of system and manual processing
 - SI development should proceed and priority to be attached.
 - Programme, following consideration of the strategic case, cost and risk whether the programme should be deferred. In cases where the business case is not made the programme may not be offered.

Academic Registry

Approved By Executive

















22/02/2017

Academic Programme System Development/ Additional Support Review Template

Academic Registry will use the following template to review program applications and development requests that do not align fully with SI and CMIS Core Functionality.

| | |
|----------------------------------|--|
| Programme Name: | |
| Faculty/ Department : | |
| Academic approval stage: | |
| Target student enrolment: | |
| Course Leader: | |

| | | Programme Compliance Status (delete/circle as appropriate). | Identify Additional Controls/Actions /Development required to setup, manage records, and mitigate risk. | Impact Assessment Additional hours per year. |
|----------|--|--|--|---|
| 1 | <p>Academic Programme and all modules therein are delivered in the following time periods:</p> <p><i>a. Autumn/Spring semesters (week 1-12 teaching, week 13 reading, week 14-15 scheduled examinations, and meet grading deadline).</i></p> <p><i>b. Repeat examinations (August of relevant year as published in the academic calendar).</i></p> | <p>✓</p> <p>✗</p> | | |
| 2 | Where central scheduling is requested, no specific module or programme scheduling constraints are required. | <p>✓</p> <p>✗</p> <p>N/A</p> | | |
| 3 | Non-graduating Exam Boards are held during week 17 of the Autumn and Spring Semesters, and end of August for the Summer Semester. | <p>✓</p> <p>✗</p> <p>N/A</p> | | |
| 4 | Graduating Students are presented at one of the scheduled (academic calendar) Exam Boards: May Exam Board; June Exam Board (Summer); September (Autumn) Exam Board; or November (Winter) Exam Board. | <p>✓</p> <p>✗</p> <p>N/A</p> | | |

| | | | | |
|---|---|--|--|--|
| 5 | Progression decisions are finalised during week 17 of the Autumn and Spring semesters, and the end of September for the Summer semester. |   N/A | | |
| 6 | <p>Does the programme contain any of the following general and programme specific regulations?</p> <p>a) <i>Minimum performance standard of C3 may be specified for normally graded modules; compensating fail grades (D1 & D2) may not be awarded.</i></p> <p>b) <i>Modules may be defined as PARE (Professional Accreditation Related Elements)</i></p> <p>c) <i>Students on Placement in Partner institutions may progress to the next year with deficient grades that must be cleared prior to graduation.</i></p> <p>d) <i>Progression decisions for master's students studying on a part-time/flexible basis maybe be deferred for a maximum of three years</i></p> <p>e) <i>Academic Programme may have a Summer Semester (normally Master's programme only)</i></p> <p>f) <i>Structured PhD programmes may elect to have a QCA of 3.0 to progress to the next stage (normally progression is QCA of 2.00.</i></p> |       N/A   N/A   N/A   N/A | | |
| 7 | Does the programme have any other programme specific requirement? |   | | |

Academic Registry Recommendation to SITS Steering:

| | Rationale |
|--|------------------|
| Programme should be run through a combination of system and manual processing. | |
| SI development assessment should proceed and priority to be attached. | |
| That the programme should not be offered in its current configuration. | |
| | |

SITS Steering Committee Academic Programme Evaluation Summary Sheet

| | Programme | Faculty | Date | Academic Calendar | Scheduling | Exam Boards (N-Grad) | Exam Boards Grad | Progression Board | Programme Specific Regulations | Total Hours in addition to normal programme per cohort |
|----------|-----------|---------|------|-------------------|------------|----------------------|------------------|-------------------|--------------------------------|--|
| <u>1</u> | | | | | | | | | | |
| <u>2</u> | | | | | | | | | | |
| <u>3</u> | | | | | | | | | | |
| <u>4</u> | | | | | | | | | | |
| <u>5</u> | | | | | | | | | | |
| <u>6</u> | | | | | | | | | | |
| <u>7</u> | | | | | | | | | | |
| | | | | | | | | | | |