Appendix: PGR Programme Creation details for Banner

The following form should be completed by the Faculty CQA Team and sent to the Curriculum & Timetabling Team ([curriculum@southampton.ac.uk](mailto:curriculum@southampton.ac.uk)) along with a copy of the Programme Structure.

Non-Themed PGR Programmes:

|  |  |  |  |  |  |  |  |  |
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| **Programme Short name – will be used on transcripts/diploma supplements (**limited to 30 characters including spaces and should include the qualification and PT if a part time programme) | | | | Click here to enter text. | | | | |
| **Programme Full Name** | | | | Click here to enter text. | | | | |
| **Faculty Code** | Choose an item. | | **Academic Unit Codes:** | Choose an item. | **Campus Code** | | | Choose an item. |
| **Degree Code – select from the following lists:**  Please contact [curriculum@southampton.ac.uk](mailto:curriculum@southampton.ac.uk) if the degree code you require is not listed | | | | PGR Degree  Choose an item. | | | | |
| **Eligible for Graduation?**  Yes - Summer ceremony | | **Programme Commencement Date** 30/09/2016 | | **Concentration (Academic unit codes FP, HN, JB, RW, WA)** | Choose an item. | | | |
| **Professional Statement for Diploma Supplement** e.g. Nursing and Midwifery Council, Institute of Marine Technologies. *If applicable, please provide the text to be used and indicate if this should also be used on exit awards.* | | | |  | | | | |
| **Major Funding Source:**  **See Guidance note (ii)** | | | | 01 HEFCE | | | | |
| **Collaborating organisation** | Click here to enter text. | | | **Closed Course**  **Yes** **No** | | **Distance Learning?**  **Yes** **No** | | |
| **HESA General Qualification Aim**  A selection of the most frequently used codes can be found in the drop down list.The full list of qualification codes and guidance can be found at [HESA Course Aims](ttps://www.hesa.ac.uk/index.php?option=com_studrec&task=show_file&mnl=15051&href=a%5e_%5eCOURSEAIM.html).  Choose an item. | | | | | | | | |
| **Cost Centre Code and Proportion**- The cost centre of the member of staff most directly associated with the programme – **See Guidance note (iii)** or Further guidance is available at: [HESA cost codes](https://www.hesa.ac.uk/dox/circulars/Cost_Centres/HESA_mapping_of_old_Cost_Centres_to_new_Cost_Centres_to_REF_UoAs.pdf) | | | Choose an item. | | | | **Proportion** | |
| Choose an item. | | | | **Proportion** | |
| Choose an item. | | | | **Proportion** | |

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| **Mode of Study**  Choose an item. | **Programme subjects and Proportion (HECoS and JACS)**  Please indicate the subject code and percentage for the programme – a full list of codes can be found at  [HESA HECOS/JACS mapping](https://www.hesa.ac.uk/files/JACS3-to-HECoS-mapping_2017-06-28.xlsx)  [HESA JACS codes and definitions](https://www.hesa.ac.uk/collection) | **JACS** | **Proportion** |  | **HECOS** | **Proportion** |
| **JACS** | **Proportion** | **HECOS** | **Proportion** |
| **JACS** | **Proportion** | **HECOS** | **Proportion** |
|  | | | **HECOS** | **Proportion** |
| **HECOS** | **Proportion** |

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| **Programme length in months**  **See Guidance note (iv)** | | | **Fundability;**  **See Guidance note (v)**  Choose an item. | | | | | | | | |
| **Application Requirements** | | | | | | | | | | | |
| **Postgraduate**  **Programmes** | | | **Show in online programme search?**  **Yes** **No** | **Available for online application?**  **Yes** **No** | | | **Application requirements**  Click here to enter text. | | | | |
| **Fees Requirements** | | | | | | | | | | | |
| **Standard Fees**  **Yes** **No** | | | **Any additional information for Fees?** | | | | | | | | |
| **For Integrated PhDs only:**  **Only complete the next section if the programme is an Integrated PhD** | | | | | | | | | | | |
| **Total Credits Required for Programme**  **ECTS** | | | | | | **Transfer scheme** | | | | 9 No scheme | |
| **Part/ Year** | **Mode per Year** | **Standard Year**  **See Guidance note (vi)** | | | **Long Year**  **See Guidance note (vii)** | | | **Credits per Year** | **Level of Credits** | **Pass mark for Part/Year** | **Franchise Institution (*if applicable)* & % taught there** |
| **1** | Choose an item. | **Yes** **No** | | | **Yes** **No** | | | **ECTS** | Choose an item. | **Average**  **%**  **Minimum**  **%** | Click here to enter text.  **%** |
| **2** | Choose an item. | **Yes** **No** | | | **Yes** **No** | | | **ECTS** | Choose an item. | **Average**  **%**  **Minimum**  **%** | Click here to enter text.  **%** |
| **3** | Choose an item. | **Yes** **No** | | | **Yes** **No** | | | **ECTS** | Choose an item. | **Average**  **%**  **Minimum**  **%** | Click here to enter text.  **%** |
| **4** | Choose an item. | **Yes** **No** | | | **Yes** **No** | | | **ECTS** | Choose an item. | **Average**  **%**  **Minimum**  **%** | Click here to enter text.  **%** |
| **5** | Choose an item. | **Yes** **No** | | | **Yes** **No** | | | **ECTS** | Choose an item. | **Average**  **%**  **Minimum**  **%** | Click here to enter text.  **%** |
| **6** | Choose an item. | **Yes** **No** | | | **Yes** **No** | | | ECTS | Choose an item. | **Average**  **%**  **Minimum**  **%** | Click here to enter text.  **%** |

**Guidance Notes**

**(i) Concentrations** – A concentration is a further layer of granularity in identifying the study area within an academic unit that the programme belongs. These will typically be used in large academic units to provide enhanced reporting around admissions.

The following academic units that currently utilise concentrations:

FP Electronic and Computer Science, A3 Faculty of Engineering and Physical Science

HN Ocean and Earth Sciences, A2 Faculty of Environmental and Life Science

JB Nursing, Midwifery and Health, A2 Faculty of Environmental and Life Science

RW FELS Central, A2 Faculty of Environmental and Life Science

WA Allied Health Professions, A2 Faculty of Environmental and Life Science

**(ii) Major source of Funding**

This field indicates the primary source of funding for the course. This field is not necessarily the main source of finance as it excludes the tuition fee element. In the majority of cases, the source of funding will be the appropriate funding council. The predominant source of funding should be selected where there is more than one source.

**(iii) Cost Centres**

The cost centre should relate to where resources deployed to teach the student are located. Effectively the cost centre follows the money and will be reconcilable with the University's Finance record. For example, if a member of staff based in the General Engineering cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be General Engineering (115). However, if a member of staff based in the mathematics cost centre takes a group of engineering students for a mathematics lecture, the cost centre should be Mathematics (122).

Where a department buys in the services of a member of staff based in a department in a non-academic cost centre, the cost centre to be returned would be that of the buying in department. For example, a member of staff based in the computing service takes a group of engineering students for a lecture and is paid for under a servicing agreement by the engineering department, then the cost centre returned should be General Engineering (115).

The most important consideration in taking decisions about the attribution of students to cost centres should be the correspondence with the HESA Finance record.

**(iv) Programme Length -** programme length should include periods of annual leave.

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| **Standard PhD** | **Mayflower** | **EdD:** | **DClinPsyche:** | **DEdPsyche:** |
| Full time – max 48 months (4 years)  Part time – max 84 months (7 years) | Full time – max 60 months (5 years) | Full time – max 48 months (4 years)  Part time – max 84 months (7 years) | Full time only – 36 months (3 years) | Full time only – 36 months (3 years) |
| **DClinP:** | **EngD** | **iPhD** | **DM** |  |
| Full time – max 48 months (4 years)  Part time – max 84 months (7 years) | Full time – min 48 months (4 years), max 60 months (5 years)  Part time – max 84 months (7 years) | Full time – 60 months (5 years)  Part time – 96 months (8 years) | Part time – max 48 months (4 years) |  |

**(v) Fundability**

Indicates whether students are counted as 'fundable', ie. 'eligible for funding' by the appropriate funding council/body – relates to individual students but during programme creation select the code which will reflect the programme in general.

Fundable postgraduate research students are Home and EC students registered at the reporting provider for a research degree and should be actively supervised by an academic member of staff employed by a higher education provider in England (for HEFCE-funded providers)

There is specific guidance for programmes where students spend more than half of their active study time for the whole programme outside the UK – check for guidance: [**HESA Fund codes**](https://www.hesa.ac.uk/index.php?option=com_studrec&task=show_file&mnl=15051&href=a%5e_%5eFUNDCODE.html)

**(vi) Standard Year**

Where the activity (ie the student is actively pursuing studies towards the qualification) relating to a given **programme** year or part is contained within the HESA reporting year (1st August to 31st July) then this is a standard year. Programme years which overlap HESA reporting years should be coded as non-standard. For example, if a programme is 4 years long with each programme year running from October to October then all 4 years are recorded as non-standard.

A ‘Non standard’ year is one in which all the activity for the programme year is not entirely within one academic year – that is, where the activity for the year crosses from one academic year into the next. For example if a programme runs for 1 year from October – September it would be set up as a two year programme within Banner, with each year being marked as Non-Standard

Students on **full-year** courses such as most masters and doctoral programmes will be on a non-standard academic year.

**(vii) Long Year**

Where the activity (ie the student is actively pursuing studies towards the qualification) relating to a given **programme** year is 45 weeks or more (even if this crosses HESA reporting years) then this should be recorded as a long year. For example, if a programme is 4 years long with each programme year running from October to October and the students are active for 45 weeks or more in each of those years then all 4 years are recorded as long.

For PT programmes the length of the year should be determined by the length of each year for the equivalent FT programme (if this exists). The number of weeks attended within the year part-time students is irrelevant in determining whether the year is long. If an equivalent full-time course does not exist please contact the MI Team for guidance.

Sources of further guidance

[HESA guidance page](https://www.hesa.ac.uk/index.php?option=com_studrec&task=show_file&mnl=15051&href=a%5e_%5eSBJCA.html)

Curriculum and Timetabling Team – [curriculum@soton.ac.uk](mailto:curriculum@soton.ac.uk)

MI Team – Miteam@soton.ac.uk