



Student Information System Project Manager's Report

INTERIM SUMMARY REPORT

Report Period: 21st Jan to 2nd March 2010

Author	SIS Project Manager - Stefan Milik
Owner	Dean Curtis
Client	Dean Curtis
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Key - RAG Status

Red – Serious Issue – requires immediate attention/decision

Amber – Work halted till action completed

Green – Work proceeding

The regular board meeting (SISPB) was cancelled in February and the next meeting is the 25th March 2010.

This report is a brief overview of the progress of the SIS Project to enable key stakeholders to be kept up to date on the project.

A full report will be circulated before the next SISPB.

1. SCOPE, DELIVERABLES AND SUMMARY PROGRESS REPORT

ADMISSIONS

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
<i>Confirmation and Clearing</i>	<i>complete</i>	<i>M Gomes</i>	<i>L Campbell</i>		
<i>On Line Application and Departmental Recommendation</i>	<i>complete</i>	<i>M Gomes</i>	<i>L Campbell</i>		
<i>PBIS – Admissions, New Applicants set up in SITS</i>	<i>complete</i>	<i>M Gomes</i>	<i>L Campbell</i>		

MIGRATION

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
Migration of student records from SRS to SITS	AMBER	W Appleby T White J Holman	Various	2 Aug 10	Awaiting approval. See SIS Board Paper 2010 02 25 -2

ACADEMIC MODEL

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
Programmes, Modules, Diets - Main	AMBER	W Appleby	Various	26 Mar 10	See section 2.4 and section 3.3
SMD BDS - Programmes, Modules, Diets	Green	DEC	L Davenport	26 Mar 10	Approved.
SMD MBBS - Programmes, Modules, Diets	Green	MEC Committee	T Revest	26 Mar 10	Approved
SMD PGT - Programmes, Modules, Diets	RED	J Hinson R Bennett	J Hinson R Bennett	26 Mar 10	See section 2.4 SISPM chased 3 Mar 10
SMD Intercalated - Programmes, Modules, Diets	RED	S Greenwald	S Greenwald	26 Mar 10	See section 2.4 SISPM chased 3 Mar 10

STUDENT RECORDS

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
Student Programme maintenance	Green	W Appleby	M Campbell Davies	27 Aug 10	B Hewitt has taken on this piece of work with N Cooper (Tribal) doing the build.
Student Personal Maintenance	Not started (Apr 10)	W Appleby	M Campbell Davies	27 Aug 10	
Enrolment – Pre-enrolment	Green	W Appleby	M Campbell Davies	27 Aug 10	As Is process agreed and signed off. “To Be” process to be finalized by 28 Feb 2010. An Enrolment Implementation Group has been set up. Communication plan agreed with Comms. Office.
Enrolment – Re-enrolment	Green	W Appleby	M Campbell Davies	27 Aug 10	“As Is” complete. “To Be” nearly completed
Enrolment – Staff enrolment	Green	W Appleby	M Campbell Davies	27 Aug 10	“As Is” complete. “To Be” - approval sought at EIG 8 Mar 10
Module Registration – Pre-Enrolment	Green	W Appleby	M Campbell Davies	27 Aug 10	See section 3.1 for issues
Module Registration – Re-Confirmation (Semester 2)	AMBER	W Appleby	M Campbell Davies	27 Aug 10	See section 3.1 for issues
PBIS – Admissions & Continuing Students set up in SITS	AMBER Not started	W Appleby	M Campbell Davies	27 Aug 10	Will start once the Admissions task for PBI is complete. Update from Meeting with B Shah & E Wynne Resource on the SISPT to be identified.
Disability and Dyslexia Support	AMBER	W Appleby		27 Aug 10	Unsure as to College expectations for SITS with regard to DDS. SISPB to be asked for their expectations.

FINANCE AND FEES

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
<i>Tuition Fee Matrix set up</i>	<i>Completed</i>	<i>L Davis</i>	<i>M Ferris</i>	<i>22 Feb 10</i>	
Fees Generation	Green	L Davis	M Ferris	27 Aug 10	Nothing to report
Student Loan Company interface	Green	M Campbell Davies	T Cornell	27 Aug 10	
Agresso interface – SITS to Agresso	Green	K Burt / J O'Meara	J O'Meara J Kinchesh	27 Aug 10	
Agresso interface – Agresso to SITS	Green	L Davis / J O'Meara	J O'Meara J Kinchesh	27 Aug 10	
Student bank details from SITS to Agresso	Green	K Burt / J O'Meara	M Ferris L Davis	27 Aug 10	
Bursaries – staff management task	Green	W Appleby	L Green	27 Aug 10	In progress
Access to Learning Fund – Staff management task	Green	W Appleby	L Green	27 Aug 10	In progress
Access to Learning Fund – Student application task	Green	W Appleby	L Green	27 Aug 10	In progress
Minor bursary fund – Staff Task	Green	W Appleby	L Green	2 Aug 10	In progress
Minor bursary fund – Student task – Tower Hamlets	Green	W Appleby	L Green	2 Aug 10	In progress
Minor bursary fund – Student task – UOL Fund	Green	W Appleby	L Green	2 Aug 10	In progress
Minor bursary fund – Student task – SMD Dean's Benevolent Fund	Green	S Coker	L Green	2 Aug 10	In progress
Bursaries – PGR	Green	W Appleby	R Thompson	2 Aug 10	In progress
Exam Fee Registration	Green	W Appleby	L Davis	27 Aug 10	In progress

ASSESSMENTS, PROGRESSION, AWARDS

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
Mark Schemes - Standard	Green	W Appleby	K Dunster	2 Aug 10	Approved. Testing phase with SISPT
Mark Scheme – MBBS (different marks scheme for each year of study)	Green	T Revest	B Hewitt	2 Aug 10	Approved. Testing phase with SISPT
Mark Scheme – BDS	Green	J Hinson	B Hewitt	2 Aug 10	Approved. Testing phase with SISPT
Mark Scheme – BUPT	AMBER	L Cuthbert	K Dunster	2 Aug 10	L Cuthbert meeting 11 Mar 10 to discuss solution. Decision to convert Chinese mark at BUPT end and upload to SITS recommended to EE by SISPT, but still under discussion as L Cuthbert has come up with further problems with original agreed solution. The SISPT will approach Tribal with progression of a quote for increasing a primary key field within the Conversion table to 4 digits, thus accommodating L Cuthbert's requirements . Approx cost £10k.
Mark Scheme – LLB	AMBER	W Appleby	Sophia Oliver	2 Aug 10	See paper SISPB Board Paper 2010/02/25 - 1
Mark Entry	Green	W Appleby	K Dunster	2 Aug 10	Automatic upload being investigated for English & Drama and SMD as a prototype for All other depts. will upload data.
Award Rules – (currently 80 award rules)	Green	W Appleby	K Dunster	3 Jun 11	New Academic Regs published working through Award Rules for checking. Still waiting Special regs 2009/10
Progression Rules – award progression ?(same number as Award rules)	Green	W Appleby	K Dunster	3 Jun 11	New Academic Regs published working through Award Rules for checking. Still waiting Special regs 2009/10
Progression Rules – non award progression ? (awards rules X 3 years = 240)?	Green	W Appleby	K Dunster	3 Jan 11	Working through potential for Jan progression.

SEB Reports

A demonstration was held for invited admin staff and academics to go through the Board Reports. Generally, this went well and there were no “show stoppers”. The reports were well received and some suggestions were made for improvements.

Standard

Module Results – UG & PG	Green	W Appleby	K Dunster	2 Jan 11	A demonstration was given of work so far. Some new suggestions. End of March sign off.
Module Statistics - UG	Green	W Appleby	K Dunster	3 Jun 11	As above
Individual Student Performance - UG	Green	W Appleby	K Dunster	3 Jun 11	As above
Overall Student Summary - UG	Green	W Appleby	K Dunster	3 Jun 11	As above
Individual Student Performance - EE	Green	W Appleby	K Dunster	3 Jun 11	As above
Overall Student Summary - EE	Green	W Appleby	K Dunster	3 Jun 11	As above
Overall Student Summary - PG	Green	W Appleby	K Dunster	2 Jan 11	As above

LLB

Module Results – LLB	AMBER	W Appleby	K Dunster	3 Jun 11	See paper SISPB Board Paper 2010/02/25 - 1
Module Statistics - LLB	AMBER	W Appleby	K Dunster	3 Jun 11	
Individual Student Performance - LLB	AMBER	W Appleby	K Dunster	3 Jun 11	
Overall Student Summary - LLB	AMBER	W Appleby	K Dunster	3 Jun 11	

BUPT

Module Results – BUPT	AMBER	L Cuthbert	K Dunster	3 Jun 11	Waiting feedback from EE
Module Statistics - BUPT	AMBER	L Cuthbert	K Dunster	3 Jun 11	As above
Individual Student Performance - BUPT	AMBER	L Cuthbert	K Dunster	3 Jun 11	As above
Overall Student Summary - BUPT	AMBER	L Cuthbert	K Dunster	3 Jun 11	As above

BDS

Module Results – BDS	Green	L Davenport	L Davenport	3 Jun 11	Spec written, prototype built, data being prepared for testing
Module Statistics - BDS	Green	L Davenport	L Davenport	3 Jun 11	As above
Individual Student Performance - BDS	Green	L Davenport	L Davenport	3 Jun 11	As above
Overall Student Summary - BDS	Green	L Davenport	L Davenport	3 Jun 11	As above

MBBS

Module Results – MBBS	Green		T Revest	3 Jun 11	Spec written, prototype built, data being prepared for testing
Module Statistics - MBBS	Green		T Revest	3 Jun 11	As above
Individual Student Performance - MBBS	Green		T Revest	3 Jun 11	As above
Overall Student Summary – MBBS	Green		T Revest	3 Jun 11	As above

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
DEB Report	AMBER	W Appleby	K Dunster	3 Jun 11	With WA for sign off.
Pass List – Supplementary UOL & QMW	AMBER	W Appleby	M Campbell-Davies	3 Jun 11	Feedback from S Coker returned to Tribal
Pass List - UOL	Green	W Appleby	M Campbell-Davies	3 Jun 11	Near completion
Pass List – Final UOL	Green	W Appleby	M Campbell-Davies	3 Jun 11	S Coker returned queries to Tribal
Pass List – QMW	Green	W Appleby	M Campbell-Davies	3 Jun 11	Near completion
Pass List – Final Medical	Green	S Coker	S Coker	3 Jun 11	Near completion
Pass List – Dentistry	Green	S Coker	S Coker	3 Jun 11	Feedback from S Coker returned to Tribal
Final Transcript - Std UG	AMBER	W Appleby	J Pallant	2 Aug 10	Spec written and examples built. With J Pallant for review.
Final Transcript - Std PG	AMBER	W Appleby	J Pallant	2 Aug 10	Spec written and examples built. With J Pallant for review.
Final Transcript - BUPT	AMBER	J Pallant	J Pallant	2 Aug 10	Spec written and examples built. With J Pallant for review.
Final Transcript - MBBS	AMBER	J Pallant	J Pallant	2 Aug 10	Spec written and examples built. With J Pallant for review.
Final Transcript - BDS	AMBER	J Pallant	J Pallant	2 Aug 10	Spec written and examples built. With J Pallant for review.
Progression Award outcome letters <ul style="list-style-type: none"> ➤ Std UG ➤ Std PG ➤ MBBS ➤ BDS ➤ M.Clin.Dent 	Not started (Apr 10)	W Appleby	M Campbell-Davies	3 Jun 11	Tribal resource L Wanless to start at beginning of April. Actual work to be completed – requires some analysis.
Module Results and Progression Outcomes	Not started	W Appleby	M Campbell Davies	3 Jun 11	
Reassessments – Opt In/ Opt Out	Green	W Appleby	M Campbell Davies	2 Aug 10	Escalated to a bigger piece of work as Award and Progression rules need to be included to prevent students opting out of too many re-assessments.
Assessment Statistics reporting	AMBER				Need to decide on reporting tool else it will need to be done in SRL or ODBC
Research Awards Task	Green	W Appleby	R Thompson (Tribal)	27 Aug 10	Spec written and built, documentation being finalized

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note

EXAMINATION SCHEDULING

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
Examination Scheduling	Green	W Appleby	R Garcia, M Campbell Davies	2 Jan 11	Training, March 10 Testing, June (finish by 30 Jun 10) Retraining and further testing, Nov 2010

EXTERNAL REPORTING

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
HESES reporting	Green	T White J Leeming	P Cragg	1 Nov 10	
DLHE reporting	Green	T White J Leeming	P Cragg	16 Sep 10	
NSS reporting	Green	T White J Leeming	P Cragg	19 Oct 10	
RAE reporting	Green	T White	A Donladson	?	Discuss in Planning meeting 4 Mar 10
RAS reporting	Green	T White	A Donladson	30 Nov 10	
Tariff calculator	Green	T White	C vd Bogaard	18 Oct 10	
HESA reporting	Green	T White J Leeming	P Cragg	7 Jan 11	

INTERFACES

C Hopkins and J Holman to revise timings for Interface work.

Business Area	Status RAG	Sign Off	IT Contact	Delivery Date	Note
Resource Link interface	Green	J Holman SISPT	C Hopkins	LIVE	Live 2 Mar 10 Needs some refinement.

Business Area	Status RAG	Sign Off	IT Contact	Delivery Date	Note
WebCT interface phase 1 – replicate SRS interface	AMBER	S Brenton D Goddard	C Hopkins	later	IT to be assigned workload from D Goddard. Needs to be built in Java – some delay due to learning process. New date to be agreed – C Hopkins to speak to D Goddard.
Kinetics part 2.1: Main student interface data out of SITS interface	Green	B Ashcroft	C Hopkins	On time	Spec written – work started.
Kinetics part 2.2: Term time address interface back into SITS	Green	B Ashcroft	C Hopkins	On Time	Spec written – work started.
SITS to RMS interface	AMBER	J Holman, Rh. Thompson	C Hopkins	Late	On hold till meeting with Rh. Thompson 3 Mar 10. Business process still to be understood and agreed. New date to be agreed
RMS to SITS interface	AMBER	J Holman, Rh. Thompson	C Hopkins		As above
Student Card Management interface	Green	W Appleby	R Wilson	Late	Process more or less agreed spec nearly complete. Resource allocation to be determined between R Wilson and C Hopkins New date to be determined.
Student Union interface	Green	C Hopkins	D Gold		Simple extract
Advice and Counseling interface	AMBER	L SeQueira	S Rashid	tbd	Spec from SITS received 2 Mar 10. A&C to decide by 9 Mar 10. If SITS selected, then need to find out costs and timescale for Aug 10. If this cannot be done by Aug 2010, then consideration to be given to building an interface from SITS to A&C. If SITS not selected, then interface needs to be built. Resource issues.
SITS to IT services interface (library)	Green	M Evans	D Gold		Spec written. Build nearly complete dependent on Primary Course issues being resolved.
IT services to SITS interface (library)	Green	M Evans	C Hopkins		On hold. Straightforward interface – M Evans will a lot time in the future and inform C Hopkins.
SITS to Library interface	Green	J Acland	C Hopkins		Spec raised. Issues with J Acland. D Gold building
SITS to VLE Mark Entry – SMD and English and Drama	AMBER	W Boutcher	C Hopkins		Start June

Business Area	Status RAG	Sign Off	IT Contact	Delivery Date	Note
		T Revest			See paper SISPB Paper 2010 02 25: 4 SIS-VLE MED See paper SISPB Paper 2010 02 25: 5 SIS-VLE SED
Applicant LDAP Interface	Green	M Evans	C Hopkins		SITS generated applicant passwords and user names into LDAP tree.

PORTALS

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
Student portal	Green	tbd	various	27 Aug 10	Nothing to report
Staff portal	Green	tbd	various	27 Aug 10	Nothing to report

OTHER WORK

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
Data Dictionary	Green	SISPT			SISPT will undertake to produce a DD as this is not part of Tribal's documentation. It will deal with only those data entities that are widely used.
Reporting Tool	Green	SISPT IT Planning	J O'Meara J Holman T White		After discussions with IT and Planning, Discoverer will be used as an ad hoc reporting tool for Central Services. Investigations are in progress to understand the steps and associated costs.
Load Testing	AMBER	JO'M	JO'M		Investigations are undergoing as to how we can achieve some degree of load testing for Aug 10 JO'M to chase Tribal
Training Plan	AMBER	S Milik	S Milik		Still difficulties with establishing training period as build solution still taking place and issues are still arising which can often set back analysis and the build. It is hoped that by the end of March we shall have a clearer view as to how the training will be managed.

Business Area	Status RAG	Sign Off	Business Contact	Delivery Date	Note
Post Go Live Support	Green	S Milik	S Milik		Not started
Go Live Preparation	Green	S Milik	S Milik		Not started
Communications	RED	SISPB	S Halkyard (J Roberts)		Bulletin article in preparation for march. SIS Comms Manager been off work since start of 2010 – work now being shared out by other Comms staff.
Advice and Counseling	AMBER	L SeQueira	J O'Meara		Waiting to hear from Tribal K Barratt with answers from session held with A&C. Once received, A&C will decide whether: 1. to retain SRS A&C. This will mean an interface from SITS to SRS A&C 2. Use SITS A&C. This will mean additional migration requirements, implementation plan, resource, spec and build.
UNICODE Upgrade	AMBER	n/a	J Holman J O'Meara		Next SITS release is 8.3.0. – Unicode is optional. Release 8.3.1 (May 2010) will require the College to take Unicode. Therefore, when we upgrade to 8.3.0 we will not be able to take further upgrades till we decide to switch to Unicode.
Setting up Data Model for use with Discoverer	Green	J O'Meara	J O'Meara		Timescales to be agreed – need to ensure Planning Dept. is in the loop with this.

Phase 3

Work to be completed in Phase 3 includes:

Business Areas			
Academic Model: NCBs inclusion			
Student Records: Cohort Tracking			
Student Records: Roll Over			
Student Records: Progression			
Ceremonies			
TfL process in SITS			
Testing Exam Scheduling/Training			

2. Unresolved Issues From Previous Reporting Periods

Purpose – outstanding issues still to be closed by the SISPB.

2.1. SITS SURVEY

The SISPB requested that the SISPM and the Comms. Mgr devise a strategy to improve the poor survey results from Dec 2009. This must consider the appropriateness of the channels of communication currently being used.

Update

Comms Mgr is on long term sickness. However, most departments that have been visited by Oakleigh have heard of SITS and the SIS Project and are looking forward to the benefits it will eventually bring.

2.2. MARKS ENTRY: SITS – VLE

The SISPB requested that an automated transfer (interface) between SITS and Web CT is built using English and Drama and the SMD as a proof of concept.

Update

Please refer to **SISPB PAPER 2010 01 25 – 4 VLE-MED** **SISPB PAPER 2010 01 25 – 5 VLE-SED** for specifications.

2.3. FINANCE AND FEES

The SISPB requested that the SISPM provides a report for discussion at the next SISPB (25 Feb) on the consequences and solutions of using Agresso as the core system for student finance and not Tribal's SAM. The following areas are to be considered: Admissions, Enrolment, Progression, Publication of Examination Results and Graduation (Awards)

Update

Still in progress.

2.4. ACADEMIC MODEL

The SISPB requested that the SISPM provide a full report on any outstanding issues with the Academic Model.

Information Gathering Update

Information still outstanding

	Basic Module Info	Basic Diet Info	Supplementary Info
SLLF UG	Some	All	All
SLLF PGT	All	All	All
English & Drama UG	All – queries o/s	All - clarification on what is permitted	-
English & Drama PGT	-	Nearly complete	-
History UG	All	Journalism o/s	All
History PGT	All	All	All
SMD PGT	All	All	All
SMD Intercalated	All	All	All

Other Issues.**Start Dates**

Start dates agreed by course directors are different to those agreed by the Academic Board and also the standard enrolment period. Programmes to operate in line with the agreed term dates - <http://www.qmul.ac.uk/about/calendar/index.html> SMD asked to reply.

SMD Documentation

SMD programmes are on course to be fully modular, in line with the QM Academic Credit Framework for September 2010. For programmes that have redeveloped into the modular framework, complete paperwork to be provided to the SISPT to enable modelling in SITS.

For programmes that were modular prior to the past two years (or had a structure broadly in line with the QMACF), the SISPT have only the details of the names of the modules and no paperwork. This is a historic problem that needs to be addressed asap otherwise the SISPT cannot create records. The two main areas where this impacts are Cancer and Sports and Exercise Medicine. The same issue applies to many of the intercalated programmes – details have been provided to the SMD.

SMD to ensure that the SISPT is provided with module proposals for all modules in Cancer, Sports and EM and Intercalated programmes by 15 February 2010.

Failure to address these issues will mean the following:

- a. it will not be possible to migrate or create records for SMD students without these elements being in place.
- b. without records, it will not be possible to complete the required statutory returns which at best will lose us (esp SMD) money and at worse put the whole institution in breach of its contract with HEFCE.

2.5. DATA MIGRATION**Issue/Problem**

Please see the document [SISPB Paper 2010 02 25 – 2 Data Migration](#) sent out with this report.

Action

The SISPB are asked to note its contents.

3. New Issues From Current Reporting Period

Purpose – issues that have arisen within the current reporting period

3.1. MODULE REGISTRATION

3.1.1. Semester 2 Post Approval Change Request

SITS is unable to refer to diets for Semester 2 changes.

Background

Diets in the Academic Model have been set up on the basis of the academic year and is based on current regulations. This allows departments maximum flexibility in their management of student choices as well as being compliant to the ACF. The original intention was for SITS to replicate the 2 week module change window in Semester 2. This requirement was discussed at the Process Review.

Flexibility is a key requirement for departments as it enables them to choose how 120 credits are spread over two semesters, eg 60/60, 45/75, 75/45. In addition to this, the College also offers certain modules that run over two semesters.

Update.

There are a number of options to deal with this issue.

Option	Solution
1	<p>Do not allow students that commence in September to amend SEM2 choices.</p> <p>Note: This option is the most effortless option but will impose a change to the Business process.</p> <p>Estimated development resource: None</p>
2	<p>Set all 'diets' up in SITS by Semester.</p> <p>Note: This option would require a significant change to the Academic model and would involve re-building all the module diets in SITS. In addition the academic regulations will need to be re-written for the programmes affected, as programme regulations are mostly defined on an academic year basis (eg take 120 credits over the academic year) rather than a semester basis (eg take 60 credits in semester 1 and 60 credits in semester 2).</p> <p>Estimated development resource: None</p>
3	<p>To provide a new interface via an eVision task with no Module 'diet' rule functionality and limited reference to the module target.</p> <p>Note: This will allow the student to amend their module choices in Semester 2 and PAA to approve or Reject the selections. This option will not reference the Module 'diet' rule functionality or the Module target rule (although a cursory check can be displayed) which prevents a student selecting the module if full although it may be possible to build this validation in when the selections are to be approved by the PAA (programme academic approver). It will be possible to provide some validation i.e. do not allow over or under registration and the removal of core modules or those not with a Semester 2 period. This would require the student to make un-informed choices and the PAA would be responsible for ensuring that the students choices is permissible and meets the programmes 'diet' requirements.</p> <p>Estimated development resource: From Tribal – 10 days.</p>
4	<p>To manipulate the existing eMR program to enable post approval changes with no Module 'diet' rule functionality but will reference the module targets to prevent over-subscription and provide the same interface users are familiar with.</p> <p>Note: This option will allow the student to amend their module choices in Semester 2 and PAA to approve or Reject the selections. The student will be able to 'add' module(s) and/or</p>

	<p>'delete' module(s) without replacing an existing module resulting in over/under registration. In addition students commencing in January will be affected if Initial choices are amended during the 'transfer window' (first two weeks at the start of term) as the system parameter that enables post-approval changes will be set to enable amendments of Semester 2 modules in January. This would require the student to make un-informed choices and the PAA would be responsible for ensuring that the students choices is permissible and meets the programmes 'diet' requirements.</p> <p>Estimated development resource: None</p>
5	<p>To provide the same Interface via an e:vision program with Module 'diet' rule functionality and module target validation.</p> <p>Note: This option will allow the student to amend their module choices in semester 2 and PAA to approve or Reject the selections. This development would need to be undertaken by Tribal which will have cost implications. A formal request will need to be submitted for consideration in the first instance. It is unlikely this will be achievable for 2010/11 if at all by Tribal.</p> <p>Estimated development resource: To be confirmed by Tribal</p>

After discussions with ARCS staff, Options 3 and 4 were considered the most likely and have been subject to further discussion.

Implication	Create online task (Option 3)	Manipulate existing program (Option 4)
1. Reference Diet	No	No
2. Reference MAV Targets	No – Cursory check available. It may be possible to implement this check at approval stage by PAA not Student – will result in rejections made for this reason giving rise to additional effort (PAA reject with comments and student re-select) and delays baring in mind timescales are tight (two weeks turnaround). At present student can only select module if target has not been exceeded.	Yes
3. Allow Over-registration	No	Yes
4. Allow Under-registration	No	Yes
5. January Starters 'Undo' – Reference Diet	No - Ask Tribal to amend system parameter to enable conditional text to be entered if option 4 chosen.	N/A
6. New Interface	Yes	No
7. Tribal Development cost	Yes	No
9. Tried and Tested	No	Yes

Recommendation

THE SISPB are asked to approve Option 3.

A series of meetings have been held to deal with issues concerning Module Registration. The following is the result.

3.1.2. Module Pre-Registration - collected from existing students in 2009/10 for 2010/11.

For this transitional period, It was agreed that we would not accommodate this and Academic Departments would need to provide such information to the Advisor (Programme Academic Approver) to assist during the approval of students selections.

However, it has recently transpired in discussions with Business Management that there will be a need from certain academic departments who have previously provided this information early (August-September) via a file upload into SRS, which subsequently is printed on the OMR course registration forms beforehand to be able to present the students' pre-selections and to guarantee a place on the module. This has been the incentive for departments to collect the information early for timetabling purposes, plus it would be disadvantageous to the students if a non pre-registered student managed to obtain a place over a student who had pre-registered, if this was due to a module target being exceeded.

In discussions with M Campbell Davies (decision had to be made urgently in Wendy's absence as Business Management had a scheduled meeting with students to this effect), it has been provisionally agreed that we may be able to provide a task for the departments to enter such information (dedicated week before term starts) before the module registration process commences in 2010/11.

This will have an implication (one week delay) for when the actual Module Registration process task is released to students as it can not be before pre-registrations have been assigned. It may be possible to set conditional text against the task, so New students are not affected. However, if the diets include the same elective modules then pre-registrations and subscriptions will be affected. For this reason it is advisable that initial module registrations is released to students after pre-registrations have been applied.

3.1.3. Module Registration – Online Task: Exclusion of students if diet contains only compulsory modules

It was agreed that there was not a need for such students to go through the process and academic departments should continue to make provisions for Advisors to meet with such students if necessary.

3.1.4. Module Registration – selections outside the diet.

At present academic departments allow students to choose an elective module outside of their home department if there are places left on the module (not taken by students from Home department). This elective might not have been set up as a defined module on a programme diet. Compulsory modules will be applied against the students registrations automatically and will not be replaceable.

It was agreed that in such situations, they will be dealt with manually and processed by central registry staff as there will inevitably be situations where non-standard requirements are permitted and these cannot realistically be set up in SITS.

3.1.5. Module Registration – Pre selection in SITS and timetabling

It was agreed that SITS will not be the vehicle for informing Syllabus + of timetabling information. However, consideration will need to be given when this activity commences in SITS to facilitate decision making centred around timetabling.

3.1.6. Enabling students to amend their choices during the first two weeks after teaching.

It was agreed that changes will be driven by the student not the approver and outcome of 2010/11 will be reviewed for 2011/12.

3.1.7. Diets not defined for taught programme pathway.

Where an Academic department has failed to specify a diet to be set up in SITS, a 'dummy' diet will need to be set up to enable the student to go through the online Module Registration process which will include 'all' modules a student can make choices from. This may have performance issues as the entire module directory will be referenced in each instance.

A meeting will take place with Academic departments on the 26th March and 16th April. This will provide an opportunity to inform staff of the agreed process and expectations required.

3.2. LLB ASSESSMENT AND PROGRESSION REGULATIONS

Issue/Problem

Please see the document **SISPB Paper 2010 02 25 – 1 LLB** sent out with this report.

Action

The SISPB are asked to note this paper and give direction on its resolution.

3.3. ACADEMIC MODEL: Co and Pre Requisite Rules**Issue/Problem**

In SITS we are able to define overarching module rules.

The non-requisite rule prevents modules from being taken together (for example, where there is overlap).

The pre-requisite rule is used such that if module A is defined as a pre-requisite rule for module B, then module B cannot be taken if module A has not been taken.

The co-requisite rule is used to define modules which must be taken at the same time (ie they must have the same MAV details, taken in the same period slot in the same academic year). We have never had a co-requisite rule previously at QM.

These rules only work if they are true 100% of the time.

Unfortunately this does not work for us for several reasons.

1) The co-requisite rule does not work because if the period slot on the occurrence differs for the two modules which are co-requisite, the system still sees that as a failure of the rule. For example, module A may have a MAV in 2010/11-SEM1 and module B a MAV in 2010/11-SEM2; the rule will fail because of the SEM1/SEM2 disparity. Tribal have sized the job of changing this at five days so that we have a second co-requisite rule which references only academic year and not period slot. That way we would be able to use co-requisites.

2) The second problem is that for Maths (and possibly other departments), modules which have been described as pre-requisite turn out to be both co- and pre-requisite. We can probably accommodate this dual use of rules by using levels in the rule setup.

Take two modules, MTH6104 (level 6) and MTH5112 (level 5). In order to take MTH6104 the student must have either done MTH5112 in a previous year (pre-requisite rule A) or be doing it as part of the same diet (new co-requisite rule B, if it is developed). Just setting these two rules up with no reference to level will cause the rules to fail because they are mutually exclusive; therefore we have to introduce a level in the rule.

The MTH6104 pre-requisite rule is defined at level 6, such that when a student at level 6 registers for MTH6104 in block 31 (final year of BSc programme), s/he must have taken MTH5112 in a previous academic year. The MTH6104 co-requisite rule is defined at level 5, such that when the student at level 5 registers for MTH6104 in block 21 (second year of the programme), s/he must take MTH6104 and MTH5112 at the same time.

The problem will come here when we need to define rules across multiple years (for example, in MSci programmes) such that we would be defining co- and pre-requisite rules at the same level for the same modules. Once we do that the rules cease to be mutually exclusive and will fail again. For example, we could set up another rule for MTH6104 which would be co-requisite at level 6 (rule C), but that would clash with the pre-requisite level 6 rule (rule A) (there is no way round this issue) (Sabia has tested this and the logic is clear - we cannot set up conflicting rules otherwise they fail). So Tribal could create this new co-requisite rule for us but again it will only work where it is 100% true.

	CBK	Module1	Rule	Level	Module2
A	31	MTH6104	PRE	6	MTH5104
B	21	MTH6104	CO	5	MTH5104
C	31	MTH6104	CO	6	MTH5104

Carron Windsor (Tribal) has advised that most customers do not use module rules. Given the complexity of what we have above I can understand why not! We need to consider whether it is worth setting these rules up. We can set up non-requisites relatively easily; we can also set up pre-requisites easily as long

as the pre-requisite will have already been taken 100% of the time. But if it's a flexible pre- or co-requisite rule, we cannot do it.

Action

The SISPB are asked to approve a bespoke development that will allow the co-requisite rules to apply in cases where there is 100% consistency. This will not cater for the situation as in Maths above as there is, in this case, a fundamental contradiction in the logic.

The cost will be about £5k and take 5 days.