Programme Specifications FAQs

Why do I have to complete this task?

A Programme Specification must be completed for every Plan that is going to be offered in the following academic term. These Specifications are then published on the Academic Affairs website and form the contractual agreement between the University and the student for their chosen course of study. Schools have previously updated these documents in Word. It has now moved to Qsis.

I cannot locate my particular Plan code under Prepare Programme?

Navigate to *Manage Programme Specifications* and search for your plan there. If you still cannot locate it, you will need to contact Academic Affairs as the Plan is either not yet active or has been made inactive. Make sure you tab out of Academic Program in order to see the values in the Academic Plan field.

Why do I see Plans in my drop-down list that are no longer active or are being taught out?

In *Manage Programme Specifications* you will see all Active Plans for your School. Currently this will also include Plans that have a last admit term set in Qsis and **these should be ignored**. If you start working in error on a Plan that is being taught out, then this will also appear in your *Prepare Programme* list and should also be ignored.

Why do I see the *Continue Draft* button when I have not started a draft in this term?

Each year Qsis Systems will roll all the Specifications from the previous year. This is the creation of the Specification for that term and Schools will always use *Continue Draft* to pick up from the rolled version. The button *Create Programme Specification* will, therefore, only be used for new specifications.

What is the difference between Copy Existing Specification and Roll Forward Previous Term?

Schools can use the *Copy Existing Specification* button when they want to complete a similar Programme Specification to one that has already been populated. For example, if Schools have an exit award to complete they can copy from the full Masters Specification. Alternatively the facility can be used at undergraduate level if you have joint courses and need to create several similar specifications.

The *Roll Forward Previous Term* button can be used to create a Programme Specification by using the previous term's information. However, Qsis Business Systems will roll the data for all Schools so it should not be necessary for Schools to do this.

Where do the HECoS codes come from (formerly known as JACS codes)?

Before submitting, Schools are asked to select the *Refresh Subjects* button and the active relevant codes from the Qsis Academic Plan table will display. It is not possible to change the codes in this screen. If the HECoS codes still do not display correctly after pressing the refresh button, Schools should contact Qsis Support who will liaise with the Planning Office.

Can I leave a field blank and complete it later?

The Programme Specification can be saved at any time with blank fields. However, before submitting Academic Affairs request that you specify N/A or None in those fields rather than leaving them blank. The *Validate* button on the final tab will highlight any compulsory fields.

I do not understand what is being requested?

There is a help text button 🔘 beside most of the sections to give further explanation of what data is being asked for. If you are still unsure about what is being requested, please contact Academic Affairs directly. If you have an issue with Qsis functionality, rather than the information requested, please contact Qsis Support.

What are the different file types under Supporting Documentation?

Schools can upload any type of document and attach it to their Programme Specification. Academic Affairs have advised that the different file types can be used as follows:

- **Workflow**: for school documents that are not necessarily for the attention of Academic Affairs
- **Rationale**: to be used to explain any significant changes made to the Programme Specification - essentially anything that supports the change
- **Pro-forma**: can be used to upload any module summary form, an email request or an Expression of Interest (EOI) form.

I have listed my course/module and I know that there is a Pre-requisite for it but I am getting the message of 'No matching values were found'. Why is this?

Any pre-requisites must be linked in Course Catalog. On the 2nd tab (Offerings) of Course Catalog there must be a Requirement Group attached to the course. Any co-requisite requirements should be detailed in the Notes field text box within the Specification. Pre-requisites that are not programmable in Qsis (e.g. relevant experience) should be added in the Notes field text box.

I have received an email notification about a Programme Specification awaiting my attention. What does this mean?
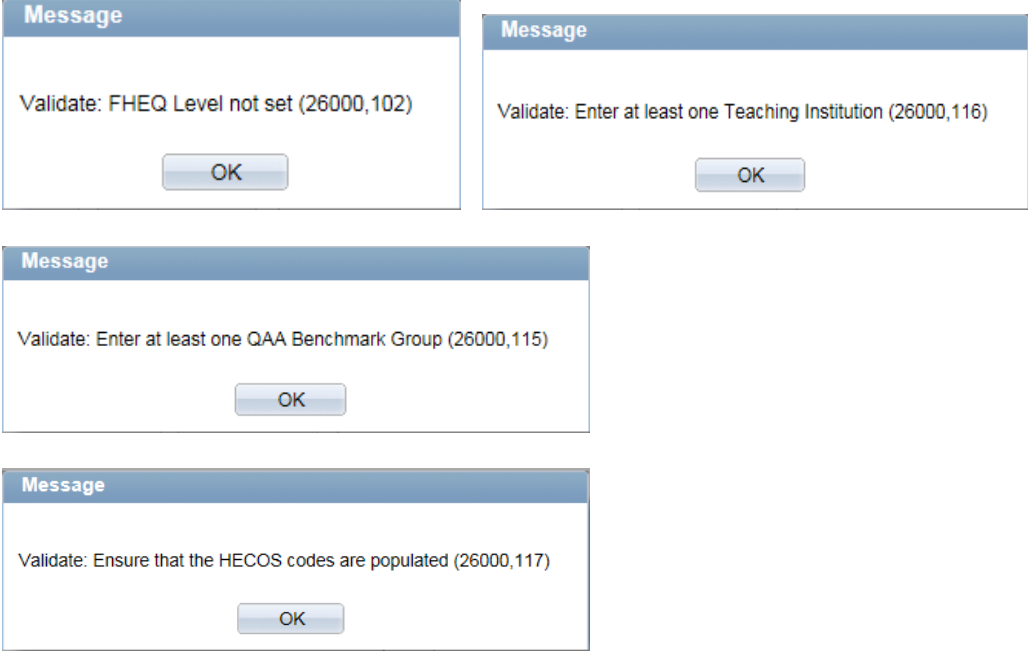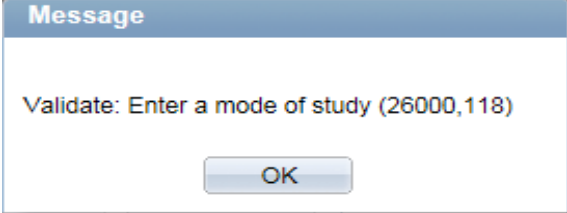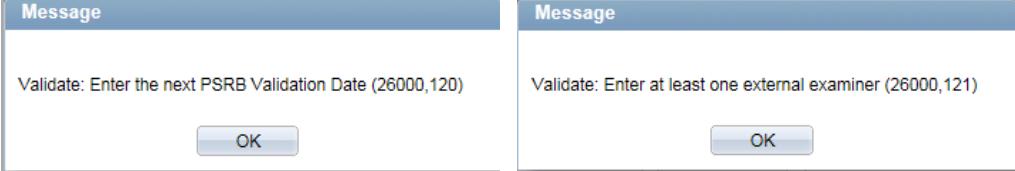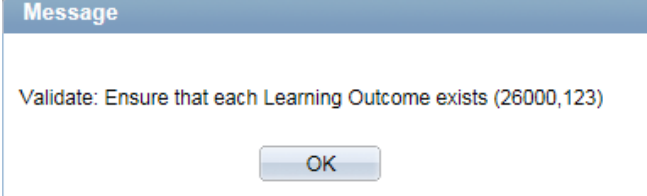
Once a Programme Specification has been submitted by the School user then the School Approver will get the email communication to notify them that a Programme Specification is waiting to be approved. A notification may also be received if Academic Affairs returns a Programme Specification to the School. The email will not specify which Plan is awaiting action.
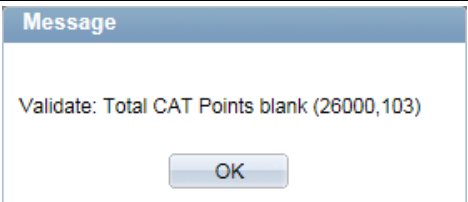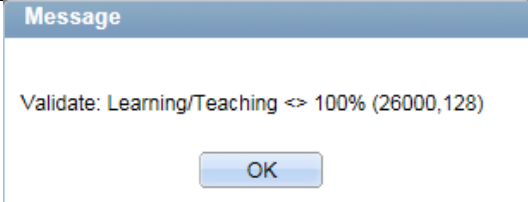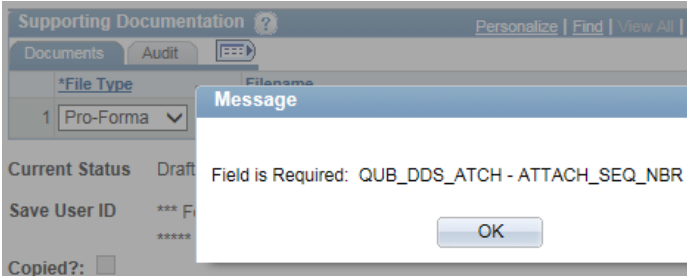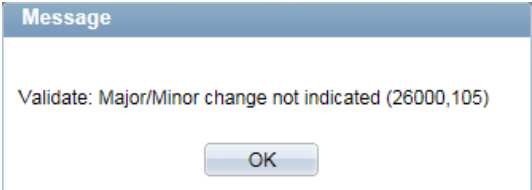

I do not know the Date of Next Validation (on the Workflow tab). What should I enter?

Most programmes at Queen's University operate on an open-ended approval basis, therefore, this field will be blank for most. Any School which has a programme which requires regular validation should complete the date as necessary.   Please note that you will always get a warning on exit that this field is blank but Schools should ignore this warning.

What is the purpose of the Validate button in the Workflow Tab?

This button should be used to check that all necessary data fields have been populated. A message box will appear if there are fields outstanding – examples of these are shown below.

Error Message	Location
Message — Validate: FHEQ Level not set (26000,102) Message — Validate: Enter at least one Teaching Institution (26000,116) Message — Validate: Enter at least one QAA Benchmark Group (26000,115) Message — Validate: Ensure that the HECOS codes are populated (26000,117)	**Overview** Tab
Message — Validate: Enter a mode of study (26000,118)	**Offerings** tab
Message — Validate: Enter the next PSRB Validation Date (26000,120) Message — Validate: Enter at least one external examiner (26000,121)	**External Relationships** tab
Message — Validate: Ensure that each Learning Outcome exists (26000,123)	**Aims and Outcomes** tab At least one of each Learning Outcome is required

Message Validate: Total CAT Points blank (26000,103) [OK]	**Message** Validate: Learning/Teaching <> 100% (26000,128) [OK]	**Stages and Modules** tab
Supporting Documentation ? Personalize | Find | View All | Documents Audit *File Type Filename 1 Pro-Forma ▼ **Message** Current Status Draft Field is Required: QUB_DDS_ATCH - ATTACH_SEQ_NBR Save User ID *** F [OK] ***** Copied?: ☐		**Documentation** tab (You have selected a *File Type* but not uploaded a document)
Message Validate: Major/Minor change not indicated (26000,105) [OK]		**Workflow** tab

Have School Approvers to attend the training for Programme Specifications?

School Approvers are not obliged to attend training but any new School users are encouraged to attend. A Qsis Solution has been created for Approvers to take them through the steps required to approve their Specifications.