



SAINT Support Team

AP(E)L for Undergraduates

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.brad.ac.uk/admin/SAINT/trainingdocs.html>

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1. AP(E)L for Undergraduates - Student Award Credits – (SAC)

The use of Student Award Credits (SAC) for undergraduate students is no longer appropriate now that we have to calculate the highest fall-back award available to a student at the end of each stage of study.

Student Module Credits (SMC) should be used instead as has always been the case with post graduate students.

2. Student Module Credits (SMC) – what are they?

At their most simplistic, both progression and awards processing in SAINT can be seen as counting credits. Students must take the right amount of credits at each stage in order to be considered for the next stage of either process. Therefore if the system is to work accurately both **SMC** records need to be created for students where appropriate.

By using **SMC** you free yourself from having to register students on specific modules and generate dummy records for them.

For Undergraduate students **SMC** gives credits, and possibly a mark, for either a specific Bradford module or a block of credit. In some cases they will have studied this credit at Bradford but on another programme. In other cases they will have studied elsewhere but be granted exemption on the strength of that other study.

3. Stage value on UDF

If you are putting AP(E)L in as SMC – there is something that you need to be mindful of:

If you are entering an academic year in which the student was NOT a current student on that particular UoB and slash number, the UDF attached to the SMC will not populate the correct stage number which has implications with background data and award calculation.

To rectify this – when you are entering the SMC – open the UDF button and in UDF 2 – which is titled STAGE – enter the number equivalent to the Level eg 2 and APPLY. When you store the SMC the correct data will be stored in the UDF 1 (WEIGHTED MARK).

4. Module codes for School of Health Studies only

Due to the large amount of AP(e)L used across the School of Health Studies which can cause confusion on the Board of Examiner report due to differing amounts of credit per person, it has been decided to give the School a number of module codes all with different credit counts to solve this problem

Undergraduate modules

SC-0001S AP(E)L module - Undergraduate with 10 credits

SC-0002S AP(E)L module - Undergraduate with 20 credits

SC-0003S	AP(E)L module - Undergraduate with 30 credits
SC-0004S	AP(E)L module - Undergraduate with 40 credits
SC-0005S	AP(E)L module - Undergraduate with 50 credits
SC-0006S	AP(E)L module - Undergraduate with 60 credits
SC-0007S	AP(E)L module - Undergraduate with 70 credits
SC-0008S	AP(E)L module - Undergraduate with 80 credits
SC-0009S	AP(E)L module - Undergraduate with 90 credits
SC-0010S	AP(E)L module - Undergraduate with 100 credits
SC-0011S	AP(E)L module - Undergraduate with 110 credits
SC-0012S	AP(E)L module - Undergraduate with 120 credits

5. Inputting Student Module Credits (SMC)

For Undergraduate students **SMC** gives credits, and possibly a mark, for either a specific Bradford module or a block of credit. In some cases they will have studied this credit at Bradford but on another programme. In other cases they will have studied elsewhere but be granted exemption on the strength of that other study.

SMC credits are added through the SMC screen.

Where credit is awarded against specific Bradford module(s) you should use the appropriate module code(s).

Blocks of credit should be recorded using module codes ND-5000S to ND-5011S for undergraduate credit or codes ND-5001S to ND-5111S for Level M credit.

A record for a block of credit will look something like this: [figure 3a]

The screenshot shows the 'Student Module Credits (SMC)' screen. The title bar includes 'CAM01' on the left and 'CAM_SMC' on the right. Below the title bar, it says '1 of 0 Module credit (SMC) records' and has a 'UDF' button. The form contains several fields:

- SPR code: [empty]
- Module: ND-5001S (with ND-5001S in blue text)
- Sequence: 1
- Academic year: 2007/8 (with 2007/2008 in blue text)
- Period: SEM1 (with SEMESTER 1 in blue text)
- Module type: STAN (with STANDARD in blue text)
- Scheme: BUS (with BRAD SCH in blue text)
- Level: 3 (with MODLEV/CSESTG 3 in blue text)
- Mark scheme: MA5 (with MODULE - REV UG in blue text)
- Selection Status: 30 (with BLOCK 3 O P&A in blue text)
- School code: [empty]
- Institution code: [empty]
- Reason for APL: [empty]
- Count in process? [checkbox]
- Created date: [empty]
- Updated date: [empty]
- Updated by user: [empty]
- Agreed hours: [empty]
- Approved date: [empty]
- Approved by user: [empty]
- Credits / Taken: 20.00
- Mark / Formatted: 453 / 45.3
- Grade: [empty]
- Module title: AP(E)L module - Undergraduate 2
- Reason: [empty]

Figure 3a – an SMC record for a block of credit with a mark

Selection Status indicates the Block of study to which the SMC is to be attributed. In figure 3a, it is an optional module for Block 3.

You can give the module(s) as many credits as required. Remember you will need to type MA5 in the Mark Scheme (MKS) box to allow you to input the marks correctly i.e. up to one decimal place. The mark is then typed into the Formatted box [figure 3b].

The image shows a close-up of the 'Mark / Formatted' input field. The text 'Mark / Formatted' is on the left, and the value '20.0' is entered in the text box on the right.

Figure 3b – the Formatted box, where marks are entered.

If the credit has a mark attached, record the Module Type as STAN.

A record for credit for a specific module with a mark will look like this [figure 3c]:

Student Module Credits
 ACRYANI SAINT - Team System 18/Mar/2009
 CAM01 Student Module Credits (SMC) CAM_SMC

1 of 0 Module credit (SMC) records UDF

SPR code			Created date	
Module	HD-1007D	HD-1007D	Updated date	
Sequence	1		Updated by user	
Academic year	2007/8	2007/2008	Agreed hours	
Period	SEM1	SEMESTER 1	Approved date	
Module type	STAN	STANDARD	Approved by user	
Scheme	BUS	BRAD SCH		
Level	1	MODLEV/CSESTG 1	Credits / Taken	20.00
Mark scheme	MA5	MODULE - REV UG	Mark / Formatted	453 45.3
Selection Status	10	BLOCK 1 O P&A	Grade	P
School code				
Institution code				
Reason for APL			Count in process?	<input type="checkbox"/>
Module title	Person Centred Dementia Practice 1			
Reason				

Figure 3c – An SMC record for a specific module with a mark

If the student has credits without marks to import, the entry would look like the one below [figure 3d]. Where the credit is without marks the Module Type should always be recorded as AP(E)L.

Student Module Credits
 ACRYANI SAINT - Team System 18/Mar/2009
 CAM01 Student Module Credits (SMC) CAM_SMC

1 of 0 Module credit (SMC) records UDF

SPR code			Created date	
Module	HD-1007D	HD-1007D	Updated date	
Sequence	1		Updated by user	
Academic year	2007/8	2007/2008	Agreed hours	
Period	SEM1	SEMESTER 1	Approved date	
Module type	AP(E)L	AP(E)L	Approved by user	
Scheme	BUS	BRAD SCH		
Level	1	MODLEV/CSESTG 1	Credits / Taken	20.00
Mark scheme	MA5	MODULE - REV UG	Mark / Formatted	
Selection Status	10	BLOCK 1 O P&A	Grade	P
School code				
Institution code				
Reason for APL			Count in process?	<input type="checkbox"/>
Module title	Person Centred Dementia Practice 1			
Reason				

Figure 3d – An SMC record for a specific module without a mark