Outline Requirements

Students

- Can securely log into the system using their unique student number and an allocated password. Students may change their password if they choose. Cannot access records/information of any other student/staff.

- Can add/edit personal information at any time: address - term & home address, phone number and name, address and contact phone number of next of kin. Students cannot change their university email address.

- Can view and print academic record (read only) including degree programme, name of Advisor of Studies, modules enrolled for each year and details of exam results including marks, absences and results codes.

- Can view and print results from most recent exam session. Information for each module includes individual result (including marks, absences and results codes), the class average, the highest mark and lowest mark.

- Can enrol online two weeks before and two weeks after the start of the academic year. Students should only be able to enrol for modules to the equivalent of 120 CATS points or less. Partial enrolment is permitted (ie students should be able to complete their enrolment over several sessions). Students should be pre-enrolled on compulsory modules and should only be able to choose specified optional modules.

- Students should be enrolled automatically for modules they are carrying from previous years.

- Should have the option to choose a manual enrolment process, during any phase of the online enrolment process. Selecting this option will involve the system sending an alert to the Advisor of Studies.

- Once enrolled on a module, users will be able to generate/view the timetable schedule of a module (This includes the times of lectures, on-line meeting times with tutors, times and locations of any workshops or summer schools, etc). Any additional information on relevant resources will be displayed.

- The system should alert the user to potential timetable clashes during the enrolment process but should permit enrolment to continue.

- It should be possible to produce an individual timetable at any time (including during the enrolment process).

Academics

- Can securely log into the system using their unique staff number and an allocated password. Academics may change their password if they choose.

- Can view and print the academic record (read only) for any student by entering a valid student number. The record produced will be exactly the same as the student's view specified above.

- Can view and print the contact details (read only) for any student enrolled on their module only.

- Can view and print a class list for any module on entry of a valid module code. The class list should identify the module and list all students and student numbers, ordered by surname. Student marks for the module should be given if available. Class lists from previous years should also be available.

- Can view and print a class list for a given Level for any degree programme.

- Student numbers in the class list should be clickable. On clicking, the selected student's academic record should be produced.

- When a class list is produced, there should be an option provided allowing an email to be sent to some or all students in a class.

- Can view and print a module specification for any module on entry of a valid module code

- Can view and print the module structure of a degree programme either by Level or for the entire programme.

- Can enter a student's marks for their own module only. Once entered, marks cannot be changed or deleted. An exam mark and an assignment/practical mark can be entered. The system will calculate the final module mark (/100).

- Can change the specification of their own module only. Changes are not finalised until approved by the appropriate Academic Programme Manager.

Administrative Staff
- Can securely log into the system using their unique staff number and an allocated password. Administrative staff may change their password if they choose.

- Can create a new student on the system.

- Can access any student record and add/edit personal information only.

- Can add final results for any module but cannot change once entered.

- Can enter when student fees have been paid on a student's record.

- Can create new modules and new programmes.

- Can edit existing modules and programmes.

- Can change a student's status as normal, withdrawn, temporally withdrawn or suspended.

- Can mark modules and programmes as running, withdrawn or suspended.

- Can allocate times and locations for any events associated with a module. Clashes with existing events should be shown but do not have to be resolved.

Academic Programme Managers
- Are also academics. Have access to the same functionality as both Academics and Administrative Staff.

- In addition:
  - Can access any student record and add/edit any information.
  - Can change a student's information even where such a change contravenes the normal university and programme regulations.
  - Approve changes to module specifications made by academics

Senior University Managers
- Can securely log into the system using their unique staff number and an allocated password. Senior University Managers may change their password if they choose.

- Can view and print the academic record (read only) for any student by entering a valid student number. The record produced will be exactly the same as the student's view specified above.

- Can view and print the contact details (read only) for any student enrolled on their module only.

- Can view and print a module specification for any module on entry of a valid module code

- Can view and print the module structure of a degree programme either by Level or for the entire programme.

- Can generate high level reports – student numbers, fee income, progression, retention and drop-out rates, etc.

- May appoint Administrative staff to act as proxies for certain tasks.