

## Coding Convention for New Courses, Streams and Course Instances on Akari (Curriculum Management) for Academic Year 2015\_16 onwards

When a Final Approver in a College Office is allocating a code to a new Course, Stream and Instance this is the coding convention that should be followed (see table below for examples):

- **Course** = 3 alphabetic (characters) - **BAX**
- **Course Stream** = 3 alphabetic (characters) and one numerical value for the stream, generally '1' for full time and '2' for part time streams -  
**For example** BAX1 (full time) BAX2 (part time)
- **Course Instance** = Numerical value equal to the year of course, 3 alphabetic (characters) and stream number numerical value - **1BAX1**

Please ensure that when you are choosing a course code that it does not already exist.

On Akari you can search any proposed course codes as follows;

Course / All Courses /Enter proposed 3 alphabetic (characters) of your choice / Click on Search

The screenshot shows the Akari Curriculum Management interface. At the top, there is a navigation bar with 'Home', 'Modules', 'Subjects', 'Course Streams', 'Courses', and 'Reports'. The 'Courses' menu is expanded, showing 'All Courses' selected. Below the navigation bar, there is a search section titled 'Search Courses' with the instruction 'Enter your search terms and click search... [edit]'. There are three input fields: 'Course Title', 'Course ID', and 'Course Code'. The 'Course Code' field contains 'xxx' and is highlighted with a red box. Below the 'Course Code' field is a 'Search' button, also highlighted with a red box. There is also a 'Discipline' dropdown menu set to 'Any'.

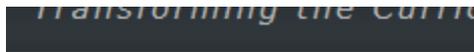
	Restriction	Example(s)
Course	3 "letter(s)" NB – No suffixes allowed .ie. EN1199.1	BAE
Course Stream	3 "letter(s)" and 1 number NB – No suffixes allowed	BAE1, BAE2
Course Instance	1 number (Year of Course) and 3 "letter(s)" and 1 number NB – No suffixes allowed	1BAE1, 1BAE2

If the code does not exist the search will find 0 records found, you can use that proposed code.

**Important Note:**

The Search mechanism on Akari does not search for modules which are in DRAFT.

If a New Course or Stream is GIVEN FULL APPROVAL by a Final Approver in a College Office and the code allocated has a duplicate, the system will report a duplicate code error at which time another Course or/and Stream should be allocated before the full approval will be set.



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## Search Results

[Search Again](#)

0 records found

If the code DOES exist you cannot use it, try the next proposed code and search.....

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## Search Results

[Search Again](#)

1 records found

D	Code	Course
576	BAE	Bachelor of Arts (with English, History, Soc & Pol & French)