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

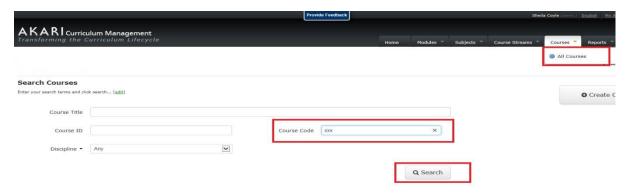
When a Final Approver in a College Office is allocating a code to a new Course, Stream and Instance this is the coding convention that should be followed (see table below for examples):

- 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



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

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.

## Search Results

Search Again

0 records found

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

## **Search Results**

Search Again

1 records found

<u>D</u>	<u>Code</u>	<u>Course</u>
576	BAE	↑ Bachelor of Arts (with English, History, Soc & Pol & French)