# COURSES ROLLOVER PROCESS DOCUMENT

UCAS

Course profiles in the collection tool belong to one or more specific academic years. In May, the following year's list of courses will 'go live' in UCAS' search and discover tools and the UCAS Undergraduate Application, with the Conservatoires Application going live in July. Leading up to this, we request all providers roll over their course list from one year to the next, and make any required updates so the search and discover tools are populated with accurate course information.
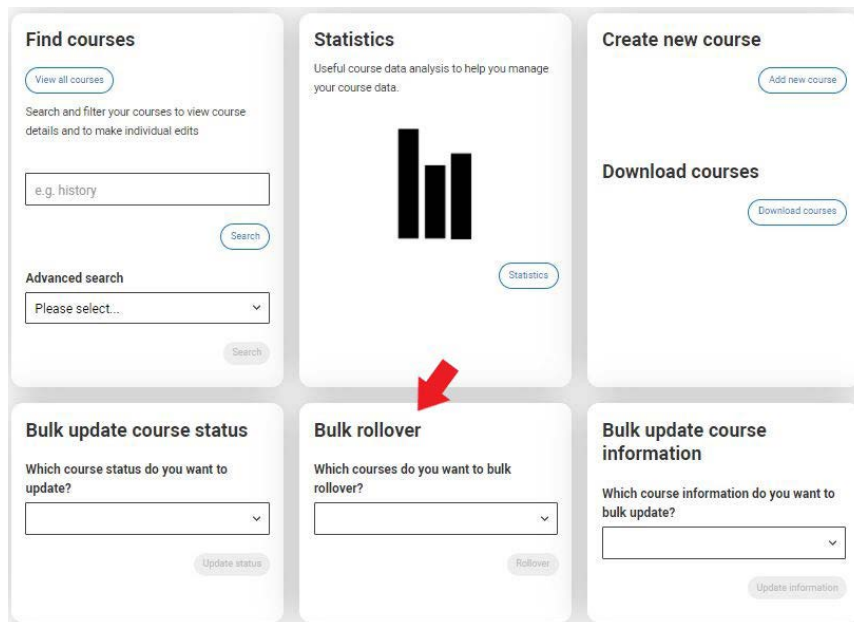
Please be aware that if you do not roll over your courses to the following intake, applicants will be unable to search or apply for your courses for that year.

Rollover courses to a new cycle

To roll over courses in bulk, you'll need to select '**Course management**' from your dashboard.
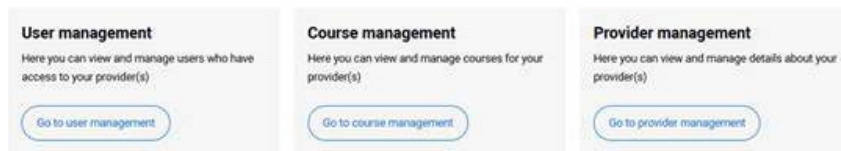
Scroll down to the '**Bulk rollover**' tile and select the correct scheme and click '**rollover**'.
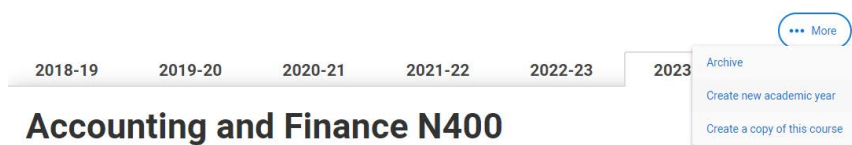

On the next screen, select the year you are copying from (your source year) from the drop-down menu. Click the '**Next**' button that appears in the top right of your screen.

Select the appropriate course(s) by clicking the corresponding tick box. Alternatively you can use the '**Select all**' button to indicate all the courses listed. Use the filters below the search field to narrow down the results, e.g. '**Department**' or '**Publication Status**'. Once you've chosen the courses you want to roll over, click '**Review**'.

A summary of the selected courses will be displayed. Check to ensure you have chosen the correct options to rollover. Now click '**Create course options**' located in the top right of the screen. If there were any issues a message will appear explaining which courses did not copy and detail why. Once finished, you'll be returned to the Course Management page.

You can also rollover courses on an individual basis.

▸ Select the course you wish to update by clicking the corresponding '**View**' button in your '**Course management**' list.

▸ Click the '**More**' button located in the top right corner of the screen and select '**Create new academic year**'.

2018-19	2019-20	2020-21	2021-22	2022-23	2023	••• More

Archive
Create new academic year
Create a copy of this course

Accounting and Finance N400

▸ Select the required academic year.

▸ Select the academic year you want to copy from, and click '**Next**'.

▸ Select the outcome qualifications / options you wish to copy to the new academic year, and click the 'Create' button.

Rollover checklist

When rolling over your courses to a new year, be mindful that information often differs from the previous year. Please ensure that you make any necessary amendments to the following sections:

▸ Course title

▸ Course summary

▸ Modules

▸ Course specific urls

▸ Fees

▸ Start dates

▸ Study mode

▸ Qualification requirements - including T-Levels

▸ Higher Technical Qualifications – select this flag in the 'outcome qualification' section of a course profile if your course is an approved Higher Technical Qualification

▸ Tariff points - ensuring these are accurate and up-to-date.

▸ Additional requirements (criminal records declaration, admissions tests, interviews etc.)

▸ Degree apprenticeships - select this flag if your course is a Degree apprenticeship or Graduate apprenticeship (Scotland).

▸ Contextual information for courses and contextual information URL

Start date:
If the course has a specific start date, you must enter the month and year. Entering a start 'Day' is recommend. Where no specific start day is entered, the date will default to the 1st of the month on the UCAS application. For courses where there is no specified start date, you can tick the '**start at any time**' option.

Criminal convictions declaration:
As a result of the removal of the requirement for all applicants to be asked the criminal convictions question, you must select that a course requires a criminal convictions declaration to be made as part of the application process

Please note: Once your course option has been published it will not be possible to add / remove the 'Criminal records declaration' flag. UCAS has published a series of **good practice resources** to support providers.

UCAS data standards:
When making updates, please ensure that they are in line with our **data standards**. Do not include any information that is listed elsewhere in the course profile, such as qualification outcome, study mode, location or duration.

Please note that courses are rolled over with the status of 'Unpublished' and 'Closed to applications'. Follow the usual steps to set these courses to active when appropriate. You can either do this via the 'Bulk Management' option or alternatively click into each course and update the course option directly.

Publication status:
This controls whether a course is listed in our search and discover tools.

▸ Courses flagged as '**Published**' are visible in the search and discover tools.

▸ Courses flagged as '**Not published**' are not visible in the search and discover tools.

▸ This flag has no other implications in UCAS products or systems

Application status:
This controls whether an application can be made to the course in the UCAS Application.

▸ Courses flagged as '**Open**' will display in the UCAS Application, and applicants can select it, so long as it has vacancies.

▸ Courses flagged as '**Closed**' will not display in the UCAS Application.

Collection tool rollover support

The collection tool has the functionality to assist you with the rollover process. To access the available reports, select '**Go to course management**' from your dashboard.

Download courses:
Course reporting can be generated by following these steps:

On the main courses page click the button within 'Download courses' located on the right.
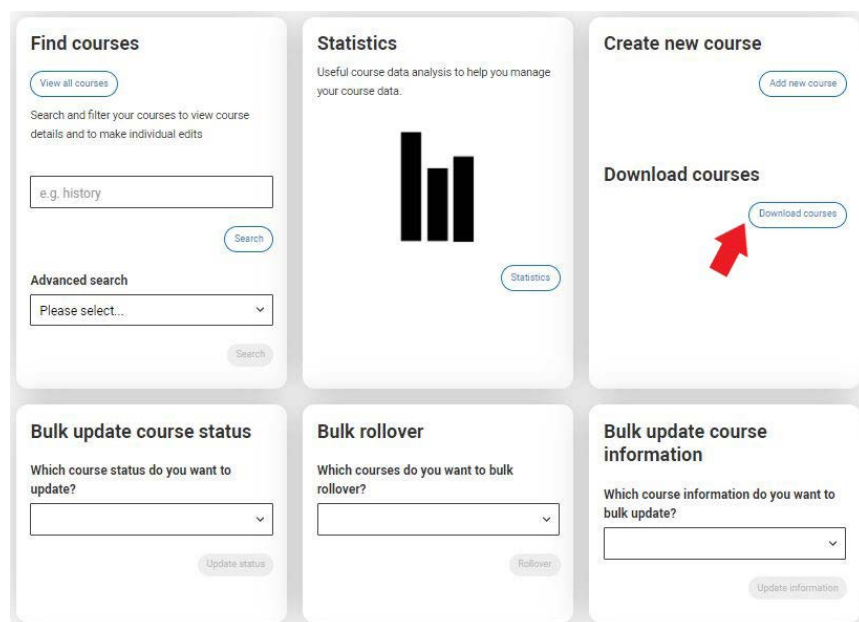
The following course data reports are available to download:

- PG courses
- PG fees
- UG additional reqs
- UG English lang reqs
- Unistats
- All

- UG courses
- UG fees
- UG qualification reqs
- PG English lang reqs
- Vacancy status

To assist with your rollover activities, select the '**UG courses**' tick box, and click '**Next**'.

The report contains every element of data contained in a course profile and can be a useful tool for determining which courses have missing or old information and need to be updated.

Please note that any changes required will need to be made in the collection tool, not the report.

Statistics

Another useful feature is the '**Statistics overview**' page, which is accessed by clicking the button within the '**Statistics**' tile on the main courses page.
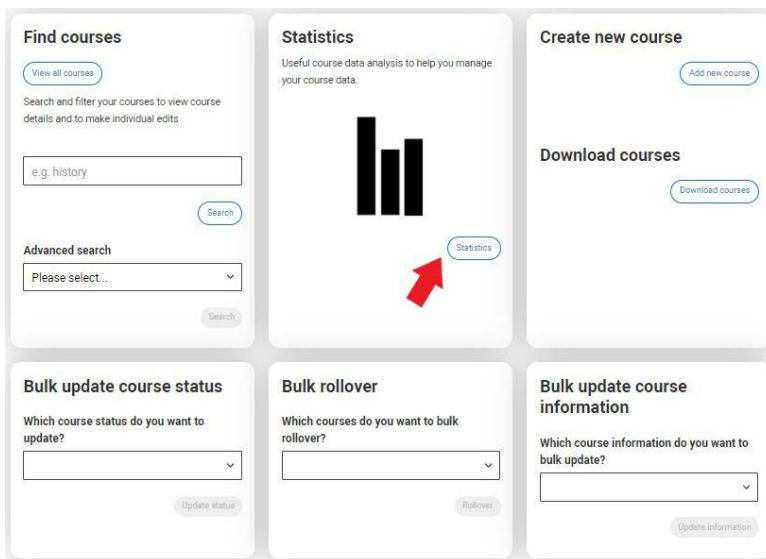
The following screen allows you to select the statistics that you wish to view through a drop-down menu. Selecting '**Application status**', for example, will show see how many open courses you have for each specific intake.

Collection tool help

If you have any queries regarding your courses rollover, please contact the Data Collection Team on 01242 544 864, or at **coursesdata@ucas.ac.uk**.

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