

Quick Guide

Scottish postgraduate courses

Overview

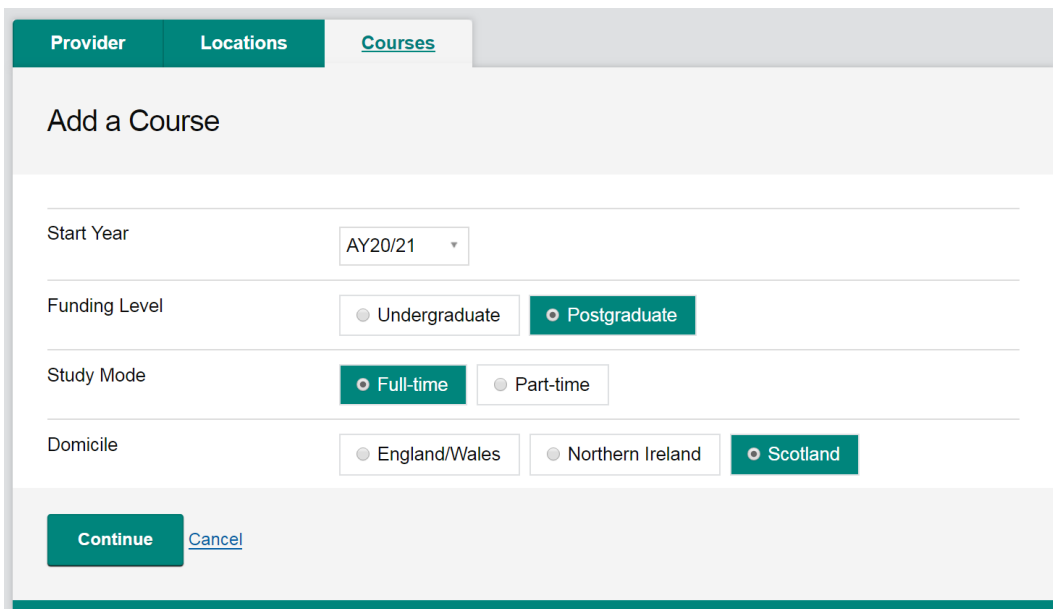
From AY 2020/21 you can add postgraduate courses for Scottish students as a postgraduate course rather than an undergraduate course.

The Courses Management Service (CMS) has been updated with a Scotland radio button to allow you to add these courses as a postgraduate course.

Adding a Scottish postgraduate course to CMS

Adding a postgraduate course for Scottish students is simple and like adding your other postgraduate courses.

When you select **Add a Course**, then choose **Postgraduate**, you can select Scotland from the domicile options, as shown in the image below.



The screenshot shows the 'Add a Course' form in the CMS. The 'Courses' tab is active. The form contains the following fields and options:

- Start Year:** A dropdown menu set to 'AY20/21'.
- Funding Level:** Radio buttons for 'Undergraduate' and 'Postgraduate'. 'Postgraduate' is selected.
- Study Mode:** Radio buttons for 'Full-time' and 'Part-time'. 'Full-time' is selected.
- Domicile:** Radio buttons for 'England/Wales', 'Northern Ireland', and 'Scotland'. 'Scotland' is selected.

At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'.

You should select this option then the relevant study mode for the course you are creating. Once you have clicked **Continue**, you can enter the course details as you would for your other courses.

For qualifications, you will have 3 options: Postgraduate Diploma, Research Masters and Taught Masters. You can see these in the image below.

Study Mode	Full-time
Course name	<input type="text"/>
	Up to 120 characters
Qualification	<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #fff9c4; padding: 2px;">- Select one -</div> <div style="background-color: #2196f3; color: white; padding: 2px;">- Select one -</div> <div style="background-color: #fff9c4; padding: 2px;">Postgraduate Diploma</div> <div style="background-color: #fff9c4; padding: 2px;">Research Masters</div> <div style="background-color: #fff9c4; padding: 2px;">Taught Masters</div> </div>
Duration	
UCAS code	<input type="text"/> <input checked="" type="checkbox"/> No UCAS code
HEP course code(s) OPTIONAL	<input type="text"/> Add another course code

Once you have selected the qualification, the relevant duration options will be available. The table below shows the options.

Qualification	Study mode	Duration
Postgraduate Diploma	Full-time	1 Year
Postgraduate Diploma	Part-time	2 Years
Postgraduate Diploma	Part-time	3 Years
Master's (Research and Taught)	Full-time	1 Year
Master's (Research and Taught)	Full-time	2 Years
Master's (Research and Taught)	Part-time	2 Years
Master's (Research and Taught)	Part-time	3 Years
Master's (Research and Taught)	Part-time	4 Years

For the course fee, you should enter the full amount. If your course is more than one year in duration, you should split your fees equally across all years of the course.

You should complete all other fields as normal.