Manage My Courses Frequently Asked Questions (FAQs)

Why are we changing how Course Specification Forms (CSFs) are accessed?

We are striving to introduce more online automated administrative systems for our students and staff. Following the successful use of Manage My Modules we have created Manage My Courses both of which are under the Manage My Curriculum umbrella.

How do I access the online CSFs?

To access the CSFs you will need to:

1.   Log in to e:Vision
2.   Select the Manage My Curriculum tile
3.   Click on Manage My Courses

You can then find a specific CSF by entering the stem code. If you do not know the stem code, you can search by Faculty, Department and level of study and also enter a search term to retrieve the relevant course. Once you have selected the course, you can view the CSF based on the location and the mode of attendance you require.

Where can I find further guidance on how to retrieve a CSF?

You can visit www.anglia.ac.uk/managemycurriculum for further guidance including step-by-step instructions and a couple of short demonstration videos.

What happens to the CSFs previously held on the J:drive?

These will remain on the J:drive until the end of September and will then be removed from the public folder. The Curriculum Records Unit will still have access to the previous versions and will be able to provide them on request.

Where do I find the CSF for a framework award or course under a validation agreement?

As framework awards and validated courses do not have module diets we are unable to produce those online. The CSFs for Framework awards and those under a validation agreement e.g. Arden will be held on the J:drive.

What is a stem code?

The Stem Code is the Pathway and Route codes, it will form the basis of other codes, such as the first five characters of the course code e.g. the stem code U0217 is used in U0217FCAM01.

Does the course code mean anything?

The 11 character course code is broken down into the following elements

Characters	Description	Example
Character 1-5	Stem Code	Pathway/route code
Character 6	Mode of Attendance: F/P/S	Full Time/Part Time/Sandwich
Character 7-9	Location	e.g. CAM, CHE, PET
Character 10-11	Numeric counter	e.g. 01, 02

For example:

BSc (Hons) Constructing Academic Models

U2374FCAM01 FT version delivered at the Cambridge Campus

Why are there two different course codes for my postgraduate course?

For Masters courses there are often two different course codes. This is to cater for the different lengths affected by when the students start and how the course is delivered. For example, the September full-time intake may study on a trimester basis and so their course length is 12 months but the January full-time intake may study on a semester basis and so their course length is 15 months. This means that the course codes will be exactly the same except for the numeric counter at the end.

What does the information in the CSF link mean?

Characters	Description	Example
Character 1-4	Starting period	TRI1, SEM1, TRI2, SEM2, TRI3
Character 5	Underscore	This will always be an underscore
Character 6-15	Last date the CSF was generated	This will be the date that the Curriculum Records Unit generated the CSF

Why has the style of the CSF changed?

Our CSFs are now generated electronically using content held in various parts of ASTRA which is why they are now online. We have also made amendments to the style to cater to accessibility requirements.

How do I change content in the CSF?

Any changes to the CSF need to be made as a curriculum revision through the Faculty Quality Enhancement and Standards Subcommittee (FQESS). Please contact your Quality Assurance Officer in the Quality Assurance Unit for further advice.

Who do I contact if I can't find a CSF or if I have a question?

Please contact the Curriculum Records Unit by emailing curriculum-records@anglia.ac.uk