After we have added the Dean, Head of Department and Lecturers, we now can start with the registration of the PROGRAMMES OF STUDY, offered by the School/Department.

This process involves the following:

1. Register the general information about the programme (which type: BSc, MSc, etc.., which academic year, which field, etc...)

2. Indicate the requirements concerning the Secondary School Subjects in order to be able to enter the programme.

3. Create the list of Courses for each time unit (semester, trimester...) of the Programme.

A Programme of Study can be registered by either the Dean of the School or the Head of Department. Again we will login as Dean.

In this instruction we will deal with steps 1 and 2 mentioned above. The creation of Courses and linking them to a Programme of Study (step 3) will be dealt with in the next video of this series.

OPUS college

User: Nkonda (admin-S) ENGLISH (ZM) | ENGLISH | Logout | help |

Fees | Scholarship | Accommodation | Reports |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools |

Studies | Courses | Transfer curriculum | Academic ye

Overview | Add

Welcome to Opus

The process for entering a Programme of Study starts here: "Studies - Add".

College
Version module: 3.3
Version module database: 3

Fee
Version module: 3.3
Version module database: 3

Country-module: Zambia
Version module: 3.3
Version module database: 3.24

Admission
Version module: 3.3
Version module database: 3.13

Scholarship
Version module: 3.3
Version module database: 3.25

Accommodation
Version module: 3.3
Version module database: 3.13

Report
Version module: 3.3
Version module database: 3.12

UNZA
Version module: 3.3
Version module database: 3.18

Application config attributes

Grade: 5

lorCutOffPointCreditFemale: 2

lorCutOffPointCreditMale: 1

cntdRegistrationMasterCutOffPointCreditFemale: 0.5

cntdRegistrationMasterCutOffPointCreditMale: 1

admissionBachelorCutOffPointCreditFemale: 1

admissionBachelorCutOffPointCreditMale: 3

cntdRegistrationBachelorCutOffPointRelativesCreditFemale: 2.5

cntdRegistrationBachelorCutOffPointRelativesCreditMale: 1.5

cntdRegistrationMasterCutOffPointRelativesCreditFemale: 0

cntdRegistrationMasterCutOffPointRelativesCreditMale: 0.5

admissionBachelorCutOffPointRelativesCreditFemale: 0

admissionBachelorCutOffPointRelativesCreditMale: 2

USE_HOSTELBLOCKS: Y

admissionInitialStudyPlanStatus: 1

cntdRegistrationInitialCardinalTimeUnitStatus: 5

useOfSubjectBlocks: N

useOfSubsidies: N

numberOfSubjectsToCountForStudyPlanMark: 0

useOfStudentBalancesGeneration: Y

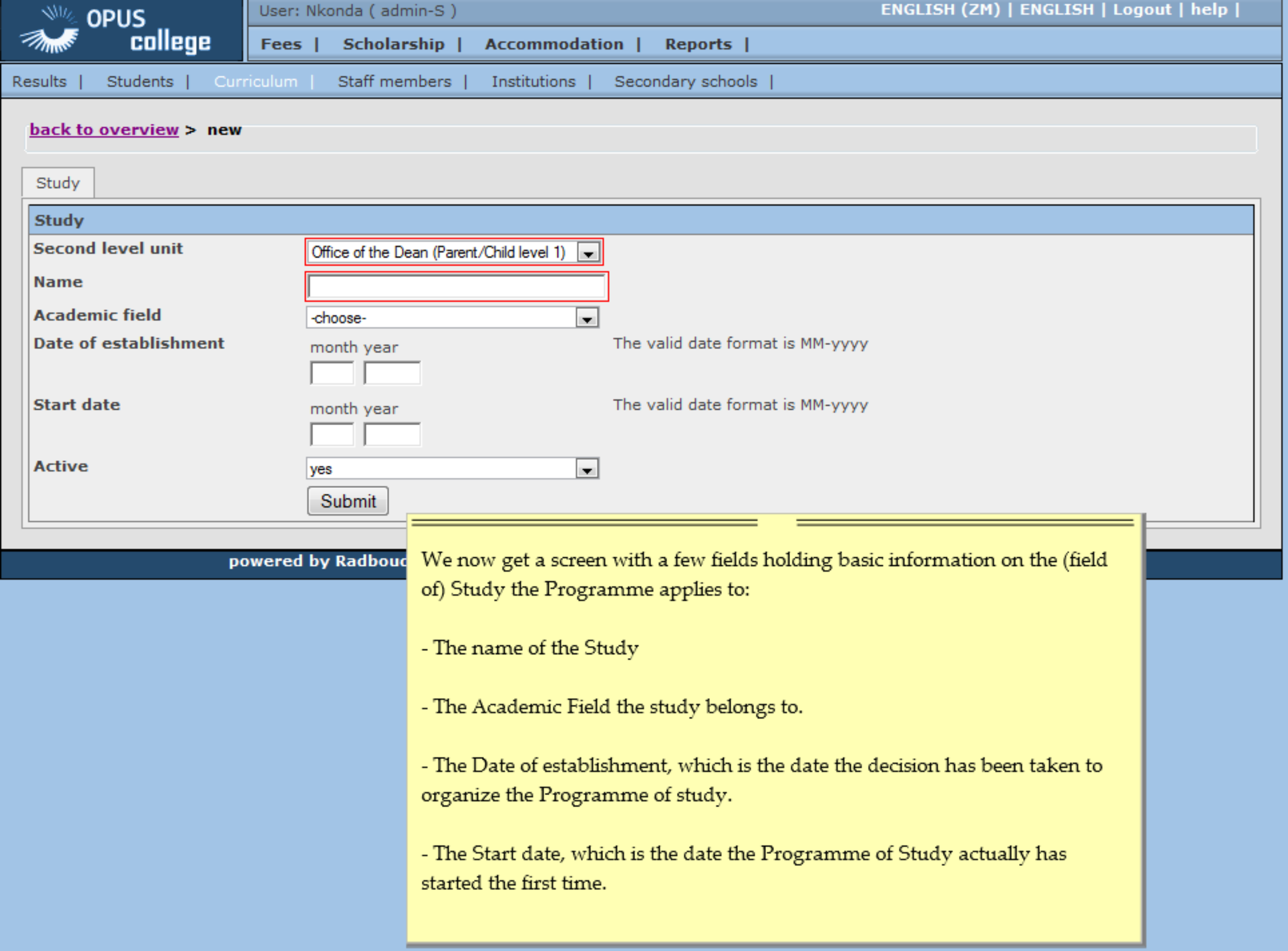
useOfScholarshipPercentages: Y

useOfScholarshipDecisionCriteria: N

smtpServerAdress: smtp.unza.zm

smtpBulkServerAdress: smtp.unza.zm

Questions? Send an e-mail to the central administrator



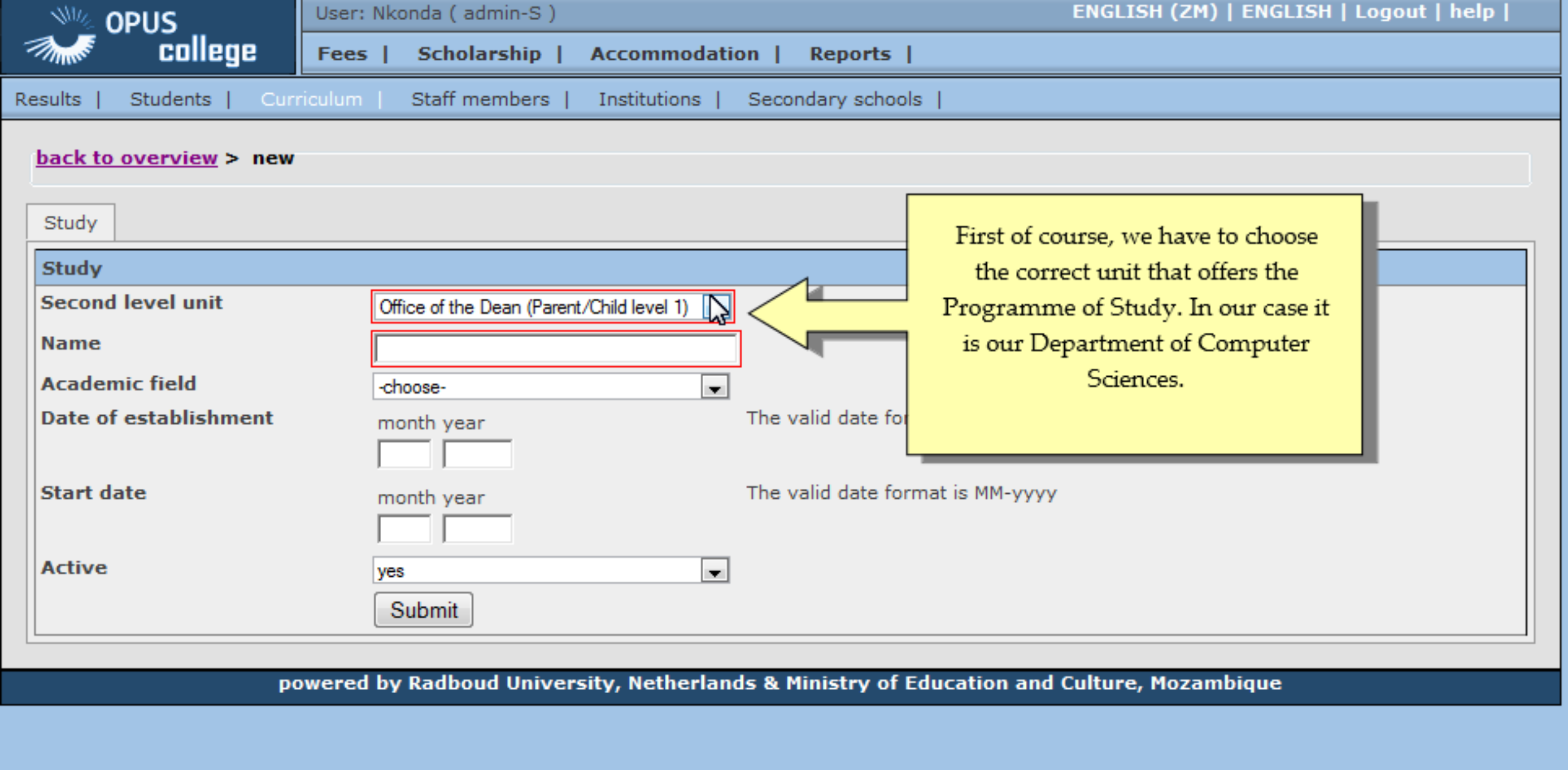
We now get a screen with a few fields holding basic information on the (field of) Study the Programme applies to:

- The name of the Study

- The Academic Field the study belongs to.

- The Date of establishment, which is the date the decision has been taken to organize the Programme of study.

- The Start date, which is the date the Programme of Study actually has started the first time.


OPUS college
User: Nkonda (admin-S)
ENGLISH (ZM) | ENGLISH | Logout | help |
Fees | Scholarship | Accommodation | Reports |
Results | Students | Curriculum | Staff members | Institutions | Secondary schools |
back to overview > new
Study
Study
Second level unit
Office of the Dean (Parent/Child level 1)
Name
Academic field
-choose-
Date of establishment
month year
The valid date fo
Start date
month year
The valid date format is MM-yyyy
Active
yes
Submit
First of course, we have to choose the correct unit that offers the Programme of Study. In our case it is our Department of Computer Sciences.
powered by Radboud University, Netherlands & Ministry of Education and Culture, Mozambique

OPUS college

User: Nkonda (admin-S)

ENGLISH (ZM) | ENGLISH | Logout | help |

Fees | Scholarship | Accommodation | Reports |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools |

back to overview > new

Study

Study

Second level unit	Department of Computer Sciences (Parent
Name	
Academic field	-choose-
Date of establishment	month year — The valid date format is MM-yyyy
Start date	month year — The valid date format is MM-yyyy
Active	yes

Submit

Next, type the name of the Study.

OPUS college

User: Nkonda (admin-S)

ENGLISH (ZM) | ENGLISH | Logout | help |

Fees | Scholarship | Accommodation | Reports |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools |

back to overview > new

Study

Study

Second level unit Department of Computer Sciences (Parent

Name Computer Science

Academic field -choose-

Date of establishment The valid date

Start date The valid date format is MM-yyyy

Active

-choose-
Agronomy / Agricultural Sciences
Anthropology
Archeology
Arts and Letters
Astronomy
Biochemistry
Bioethics
Biology
Biotechnology (incl. genetic modification)
Business Administration / Management Sc
Chemistry
Climatology / Climate Sciences
Communication Sciences
Computer Science
Criminology
Demography (incl. Migration)
Dentistry
Development Studies
Earth Sciences - Soil
Earth Sciences - Water
Economy
Educational Sciences / Pedagogy
Engineering - Construction
Engineering - Electronic
Engineering - Industrial
Engineering - Mechanical
Environmental Studies
Ethics
Ethnography

Next, choose the Academic Field the Study belongs to.

back to overview > new

Study

Study

Second level unit	Department of Computer Sciences (Parent
Name	Computer Science
Academic field	Computer Science
Date of establishment	month year
Start date	month year
Active	yes

Submit

You can indicate when the decision to start with the Programme has been taken and when it actually started.

back to overview > new

Study

Study

Second level unit	Department of Computer Sciences (Parent	
Name	Computer Science	
Academic field	Computer Science	
Date of establishment	month year 09 2011	The valid date format is MM-yyyy
Start date	month year 01 2012	The valid date format is MM-yyyy
Active	yes	

Submit

OPUS college

User: Nkonda (admin-S) ENGLISH (ZM) | ENGLISH | Logout | help |

Fees | Scholarship | Accommodation | Reports |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools |

back to overview > **Computer Science**

Study | Address(es)

Study

The submission was successful. Fill out the other tabs (programmes of study, address)

Second level unit Department of Computer Sciences (Parent)

Name Computer Science

Academic field Computer Science

Date of establishment month year 09 2011 The valid date format is MM-yyyy

Start date month year 01 2012 The valid date format is MM-yyyy

Active yes

Submit

Grade types for this study

Programme of study type	Academic year	Study time	Category of study	Study inte	ctive

add

Now we are going to define the Programme of Study in more detail.

To do so, click on the "add" button here.

back to overview > Computer Science > add/edit Programme of study

edit

Programme of study

Programme type	-choose-
Academic year	-choose-
Study time	-choose-
Category of study	-choose-
Study intensity	-choose-
Cardinal time unit	-choose-
Number of cardinal time units	-choose-
Max number of cardinal time units	-choose-
number of courses per cardinal time unit	-choose-
max number of courses per cardinal time unit	-choose-
Max number of failed courses per cardinal time unit	-choose-
Max number of students	0
Discipline group	-choose-
Contact	-choose-
Active	yes

Submit

We now get the first screen for entering data on the Programme of study. First thing to do is to enter the type of the Programme (BSc, MSc, etc...).

back to overview > Computer Science > add/edit Programme of study

edit

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	-choose-
Number of cardinal time units	-choose-
Max number of cardinal time units	-choose-
number of courses per cardinal time unit	-choose-
max number of courses per cardinal time unit	-choose-
Max number of failed courses per cardinal time unit	-choose-
Max number of students	0
Discipline group	-choose-
Contact	-choose-
Active	yes

Submit

The term "Cardinal time unit" in OPUS-College refers to the type of time periods the Programme of Study is divided into. Most common this will be either: semester, trimester or year.

So here choose what applies to your situation.

back to overview > Computer Science > add/edit Programme of study

edit

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	-choose-
Max number of cardinal time units	-choose-
number of courses per cardinal time unit	-choose-
max number of courses per cardinal time unit	-choose-
Max number of failed courses per cardinal time unit	-choose-
Max number of students	0
Discipline group	-choose-
Contact	-choose-
Active	yes

Submit

Here fill in the number of semesters or trimesters the Programme spans. For instance, a 3 year Bachelor has 6 semesters or 9 trimesters in total.

back to overview > Computer Science > add/edit Programme of study

edit

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	-choose-
number of courses per cardinal time unit	-choose-
max number of courses per cardinal time unit	-choose-
Max number of failed courses per cardinal time unit	-choose-
Max number of students	0
Discipline group	-choose-
Contact	-choose-
Active	yes

Submit

Here you can indicate how much time units a student may take to finish the whole study. For instance if you say 7 for a 6 semester Programme, this means that a student could redo 1 semester in the total of the Programme, but only 1.

back to overview > Computer Science > add/edit Programme of study

edit

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	-choose-
max number of courses per cardinal time unit	-choose-
Max number of failed courses per cardinal time unit	-choose-
Max number of students	0
Discipline group	-choose-
Contact	-choose-
Active	yes

Submit

Here indicate how many courses there are in each semester or trimester (or year if you use that as the basic time unit of your Programme).

back to overview > Computer Science > add/edit Programme of study

edit

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	6
max number of courses per cardinal time unit	6
Max number of failed courses per cardinal time unit	-choose-
Max number of students	0
Discipline group	-choose-
Contact	-choose-
Active	yes

Submit

If a student is allowed to take extra courses in a semester or trimester, you can indicate that here. E.g. if you put 7 here this would mean that a student is allowed to take 1 extra course in a given semester.

back to overview > Computer Science > add/edit Programme of study

edit

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	6
max number of courses per cardinal time unit	6
Max number of failed courses per cardinal time unit	-choose-
Max number of students	
Discipline group	
Contact	
Active	

-choose-
1
2
3
4
5
6

Submit

Here indicate how many courses a student may fail in a semester/trimester and still be able to continue to the next semester/trimester.

edit

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	6
max number of courses per cardinal time unit	6
Max number of failed courses per cardinal time unit	2
Max number of students	0
Discipline group	-choose-
Contact	
Active	

-choose-
Master of Arts - Human Resource Mgt
Master of Business Administration Financial
Master of Business Administration General
Master of Science in Project Mgt

Here you can indicate the Discipline group the Programme of study belongs to, if this notion is used within your institution.

back to overview > Computer Science > add/edit Programme of study

edit

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	6
max number of courses per cardinal time unit	6
Max number of failed courses per cardinal time unit	2
Max number of students	0
Discipline group	-choose-
Contact	-choose-
Active	

-choose-
Jones, Mary
Katucha, Allan

Here you can indicate the contact person for the Programme.

back to overview > Computer Science > add/edit Programme of study

edit

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	6
max number of courses per cardinal time unit	6
Max number of failed courses per cardinal time unit	2
Max number of students	0
Discipline group	-choose-
Contact	Jones, Mary
Active	yes

Submit

Click on "Submit" to save the basic information on the Programme of Study.

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time uni	
max number of courses per cardinal tim	
Max number of failed courses per cardi unit	
Max number of students	
Discipline group	
Contact	Jones, Mary
Active	yes

We now get a subsequent screen where we can complete the definition of the Programme of Study

Elective courses

Cardinal time unit	El
semester 1	0
semester 2	0
semester 3	0
semester 4	0
semester 5	0
semester 6	0

Here you can indicate the number of elective courses that are allowed in each time unit.

Submit

Secondary school subjects (request for admission)

add

Minimum number of subjects to grade	Maximum number of subjects t grade

By means of this button you can create the list(s) of SECONDARY SCHOOL SUBJECTS which play a role for the admission of a student.

Course / Programme of study

add

Code	Course	semester

By means of this button you can create the list of COURSES the Programme of Study consists of.
To use this, of course first the Courses have to be entered in OPUS.

Prerequisite programmes of study

add

Study	Programme of study type

Programme of study

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	6
max number of courses per cardinal time unit	6
Max number of failed courses per cardinal time unit	2
Max number of students	0
Discipline group	-choose-
Contact	Jones, Mary
Active	yes

Elective courses

Cardinal time unit	Elective courses
semester 1	0
semester 2	0
semester 3	0
semester 4	0
semester 5	0
semester 6	0

Submit

Secondary school subjects (request for admission)

add

Minimum number of subjects to grade	Maximum number of subjects grade

First thing to do is to define the Secondary School Subject requirements for entering the Programme of Study.

To do this, click on the "add" button here.

Course / Programme of study

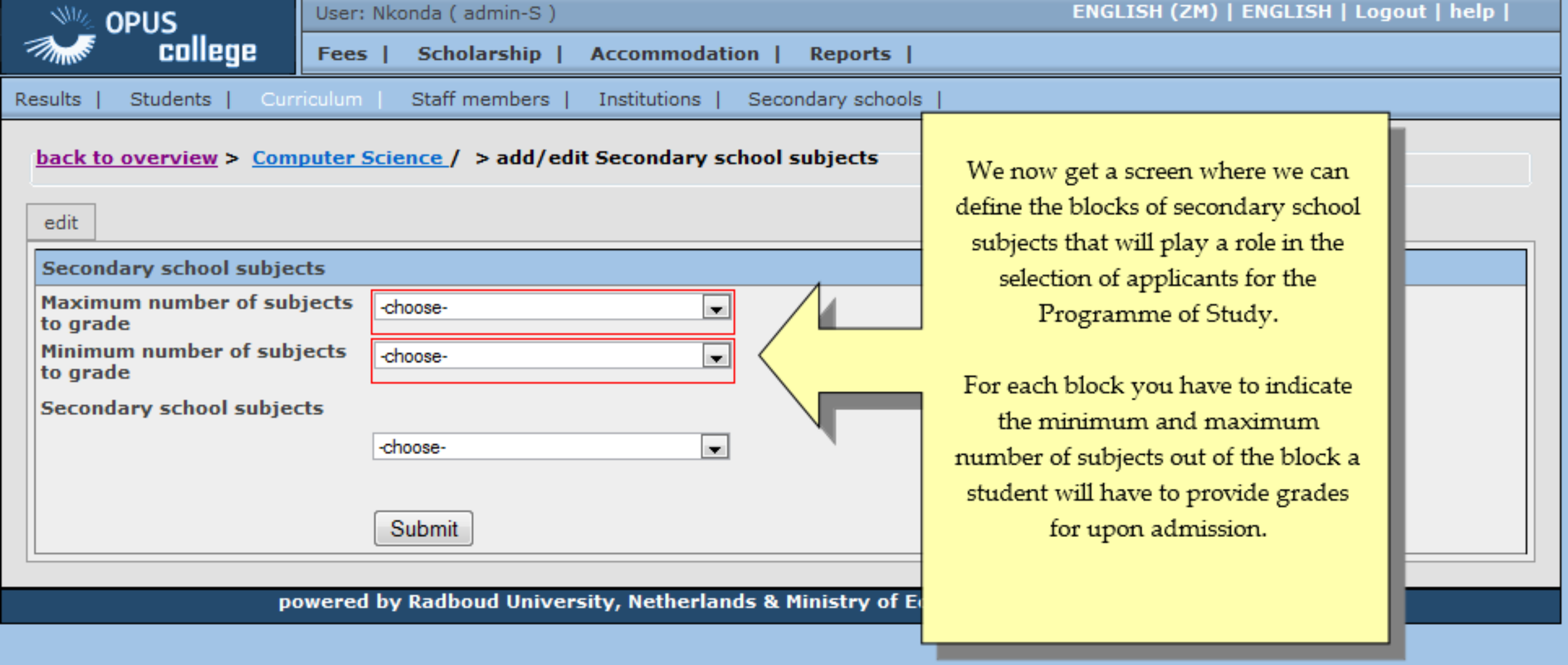
add

Code	Course	semester	Rigidity	Major / Minor

Prerequisite programmes of study

add

Study	Programme of study type


OPUS college
User: Nkonda (admin-S)
ENGLISH (ZM) | ENGLISH | Logout | help |
Fees | Scholarship | Accommodation | Reports |
Results | Students | Curriculum | Staff members | Institutions | Secondary schools |
back to overview > Computer Science / > add/edit Secondary school subjects
edit
Secondary school subjects
Maximum number of subjects to grade
-choose-
Minimum number of subjects to grade
-choose-
Secondary school subjects
-choose-
Submit
powered by Radboud University, Netherlands & Ministry of E
We now get a screen where we can define the blocks of secondary school subjects that will play a role in the selection of applicants for the Programme of Study.
For each block you have to indicate the minimum and maximum number of subjects out of the block a student will have to provide grades for upon admission.

back to overview > Computer Science / > add/edit Secondary school subjects

edit

Secondary school subjects

Maximum number of subjects to grade -choose-

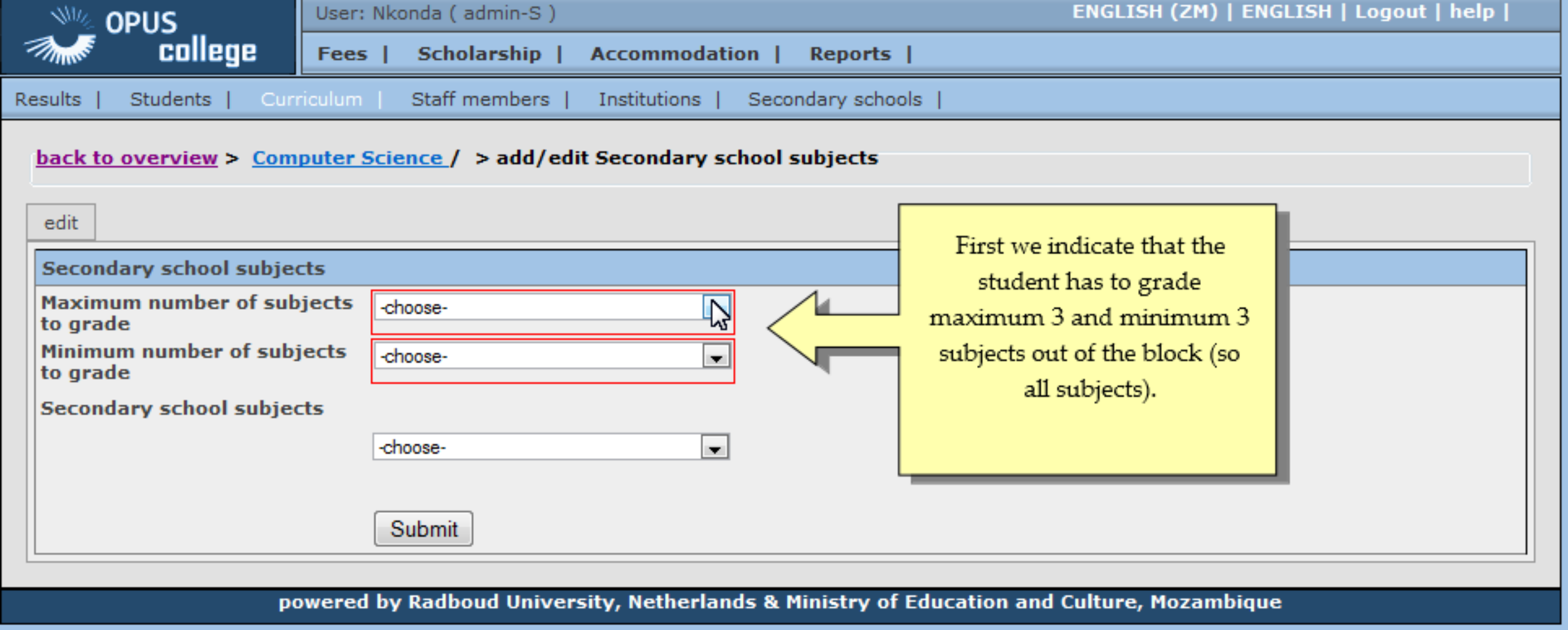
Minimum number of subjects to grade -choose-

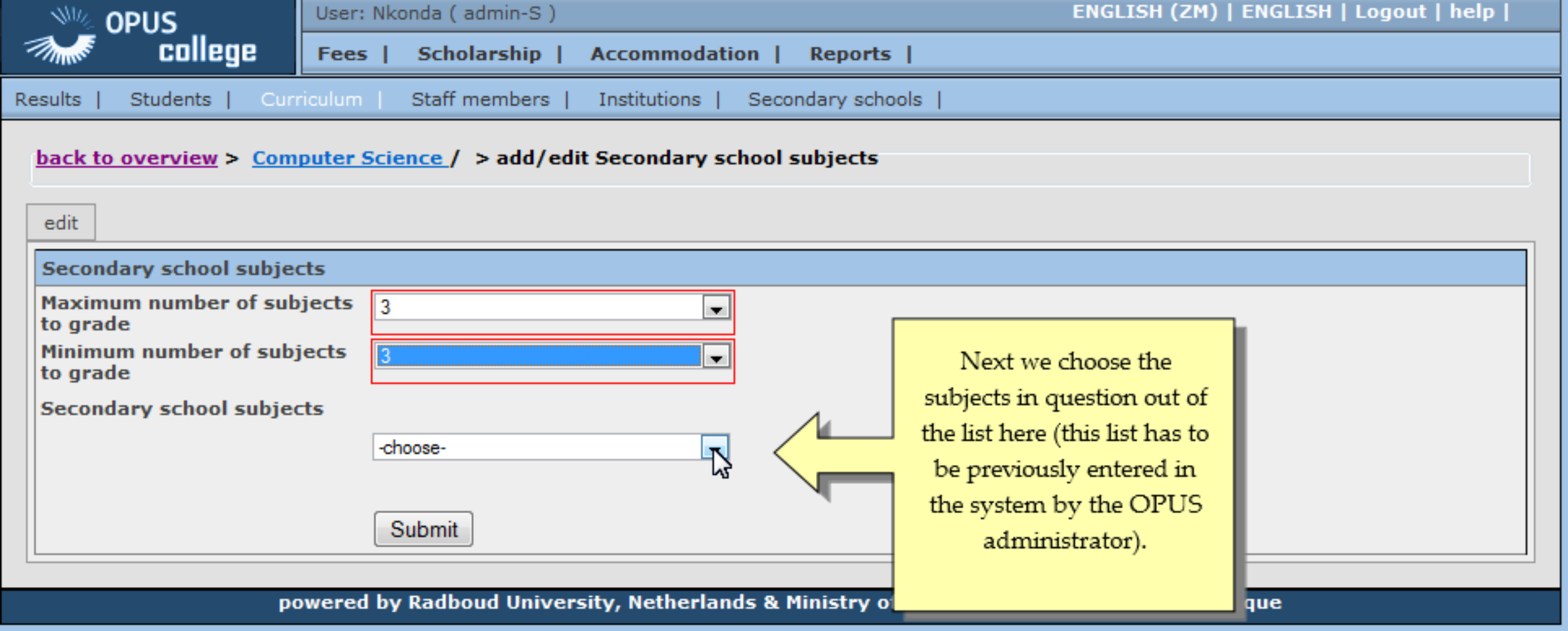
Secondary school subjects -choose-

Submit

Suppose we have a first block of secondary school subjects, consisting of 3 subjects that ALL have to be graded by the students upon admission (i.e. when they fill in the admission form for the Programme).

Let's see how this is done.


OPUS college
User: Nkonda (admin-S)
ENGLISH (ZM) | ENGLISH | Logout | help |
Fees | Scholarship | Accommodation | Reports |
Results | Students | Curriculum | Staff members | Institutions | Secondary schools |
back to overview > Computer Science / > add/edit Secondary school subjects
edit
Secondary school subjects
Maximum number of subjects to grade
-choose-
Minimum number of subjects to grade
-choose-
Secondary school subjects
-choose-
Submit
First we indicate that the student has to grade maximum 3 and minimum 3 subjects out of the block (so all subjects).
powered by Radboud University, Netherlands & Ministry of Education and Culture, Mozambique


OPUS college
User: Nkonda (admin-S)
ENGLISH (ZM) | ENGLISH | Logout | help |
Fees | Scholarship | Accommodation | Reports |
Results | Students | Curriculum | Staff members | Institutions | Secondary schools |
back to overview > Computer Science / > add/edit Secondary school subjects
edit
Secondary school subjects
Maximum number of subjects to grade
3
Minimum number of subjects to grade
3
Secondary school subjects
-choose-
Submit
Next we choose the subjects in question out of the list here (this list has to be previously entered in the system by the OPUS administrator).
powered by Radboud University, Netherlands & Ministry o
que

back to overview > Computer Science / > add/edit Secondary school subjects

edit

Secondary school subjects

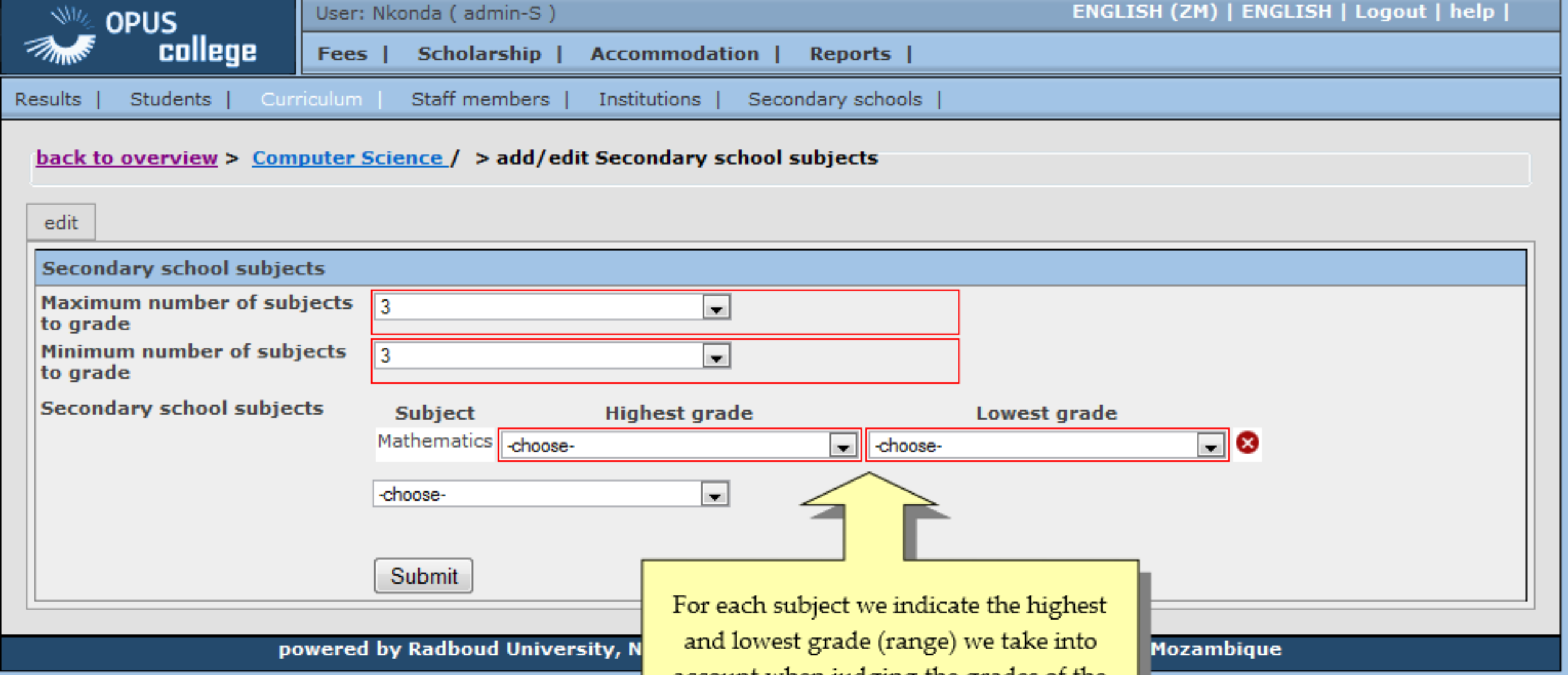
Maximum number of subjects to grade 3

Minimum number of subjects to grade 3

Secondary school subjects

-choose-

- Agricultural science
- Art
- Bible Knowledge / Religious Education
- Biology
- Botany
- Chemistry
- Combined science
- Commerce
- Computer science
- Economics
- Engineering science
- English Language
- Food and nutrition
- General Science
- Geography
- Geometrical and building drawing
- Geometrical and mechanical drawing
- History
- Human and social biology
- Language other than English
- Literature in English
- Mathematics
- Metal work
- Other subjects
- Physical Science
- Physics
- Principles of Accounts
- Science
- Wood Work
- Zambian language


OPUS college
User: Nkonda (admin-S)
ENGLISH (ZM) | ENGLISH | Logout | help |
Fees | Scholarship | Accommodation | Reports |
Results | Students | Curriculum | Staff members | Institutions | Secondary schools |
back to overview > Computer Science / > add/edit Secondary school subjects
edit
Secondary school subjects
Maximum number of subjects to grade
3
Minimum number of subjects to grade
3
Secondary school subjects
Subject
Highest grade
Lowest grade
Mathematics
-choose-
-choose-
-choose-
Submit
For each subject we indicate the highest and lowest grade (range) we take into account when judging the grades of the applicants (and for setting the cutt-off point).
powered by Radboud University, N
Mozambique

OPUS college

User: Nkonda (admin-S) ENGLISH (ZM) | ENGLISH | Logout | help |

Fees | Scholarship | Accommodation | Reports |

Results | Students | Curriculum | Staff members | Institutions | Secondary schools |

back to overview > Computer Science / > add/edit Secondary school subjects

edit

Secondary school subjects

Maximum number of subjects to grade 3

Minimum number of subjects to grade 3

Secondary school subjects

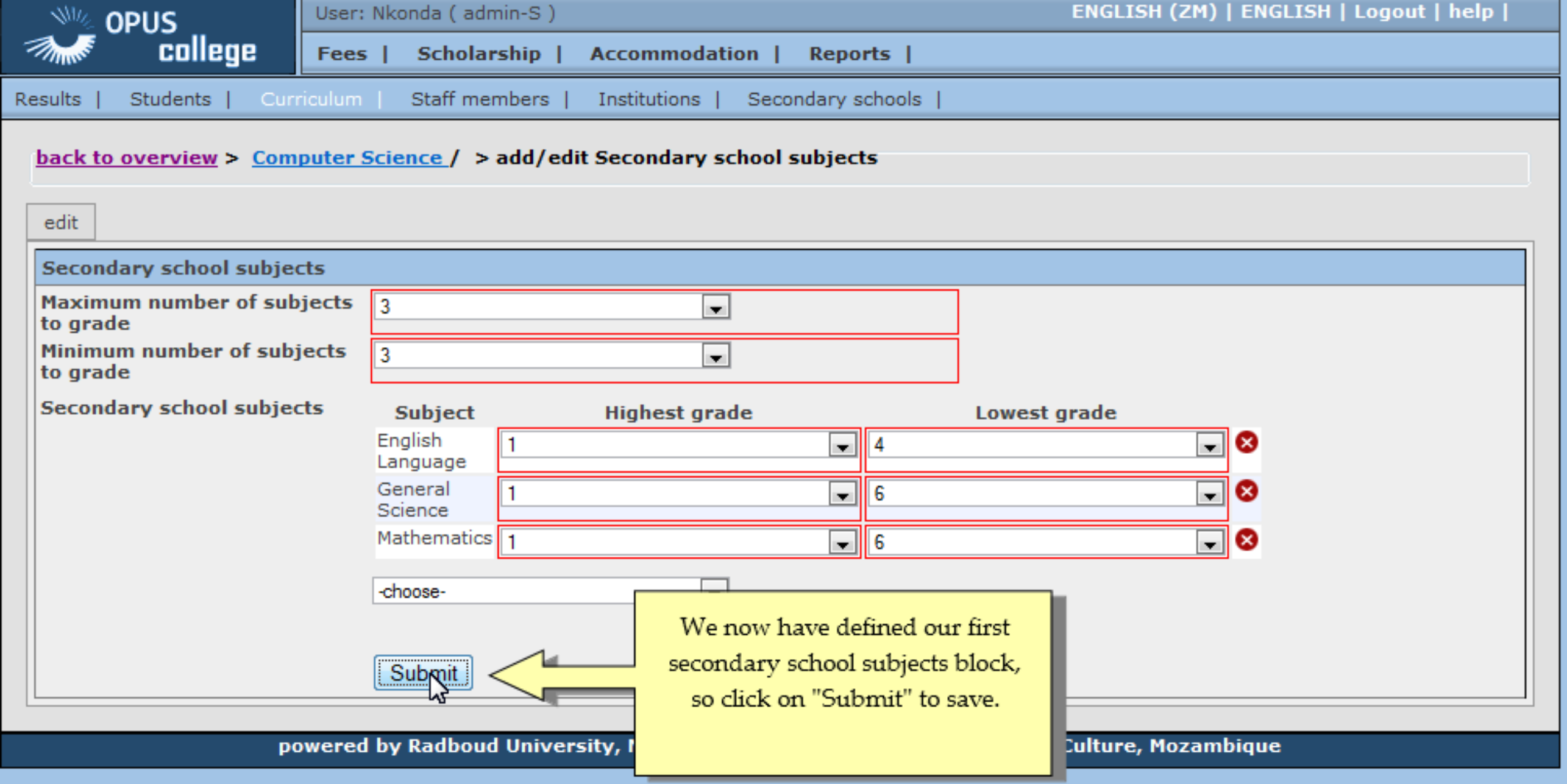
Subject	Highest grade	Lowest grade
Mathematics	1	6

-choose-

-choose-
Additional Mathematics
Agricultural science
Art
Bible Knowledge / Religious Education
Biology
Botany
Chemistry
Combined science
Commerce
Computer science
Economics
Engineering science
English Language
Food and nutrition
General Science
Geography
Geometrical and building drawing
Geometrical and mechanical drawing
History
Human and social biology
Language other than English
Literature in English
Mathematics
Metal work
Other subjects
Physical Science
Physics
Principles of Accounts
Science

powered ...ds & Ministr ...ozambique

Repeat the same process to define the other 2 subjects in the block.


OPUS college
User: Nkonda (admin-S)
ENGLISH (ZM) | ENGLISH | Logout | help |
Fees | Scholarship | Accommodation | Reports |
Results | Students | Curriculum | Staff members | Institutions | Secondary schools |
back to overview > Computer Science / > add/edit Secondary school subjects
edit
Secondary school subjects
Maximum number of subjects to grade
3
Minimum number of subjects to grade
3
Secondary school subjects
Subject
Highest grade
Lowest grade
English Language
1
4
General Science
1
6
Mathematics
1
6
-choose-
Submit
We now have defined our first secondary school subjects block, so click on "Submit" to save.
powered by Radboud University,
Culture, Mozambique

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	6
max number of courses per cardinal time unit	6
Max number of failed courses per cardinal time unit	2
Max number of students	0
Discipline group	-choose-
Contact	Jones, Mary
Active	yes

Elective courses

Cardinal time unit	Elective courses
semester 1	0
semester 2	0
semester 3	0
semester 4	0
semester 5	
semester 6	

The information is now included in the "Fact sheet" of the Programme of Study.

Submit

Secondary school subjects (request for admission)

add

Minimum number of subjects to grade	Maximum number of subjects to grade	Subject group	
3	3	English Language, General Science, Mathematics	

Course / Programme of study

add

Code	Course	semester	Rigidity	Major / Minor

Prerequisite programmes of study

add

Study	Programme of study type

Programme type	Bachelor of science
Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	6
max number of courses per cardinal time unit	6
Max number of failed courses per cardinal time unit	2
Max number of students	0
Discipline group	-choose-
Contact	Jones, Mary
Active	yes

Elective courses

Cardinal time unit	Elective courses
semester 1	0
semester 2	0
semester 3	0
semester 4	0
semester 5	0
semester 6	0

Submit

Secondary school subjects (request for admission)

add

Minimum number of subjects to grade	Maximum number of subjects to grade	
3	3	Eng Mat

Now, let's define the second block of required secondary school subjects. In the Zambian situation, every applicant upon admission has to grade 5 secondary school subjects. We now have a first block with 3 already defined, so we need another block with 2.

Course / Programme of study

add

Code	Course	semester

Prerequisite programmes of study

add

Study	Programme of study type

back to overview > Computer Science / > add/edit Secondary school subjects

edit

Secondary school subjects

Maximum number of subjects to grade 2

Minimum number of subjects to grade 2

Secondary school subjects

Subject	Highest grade	Lowest grade
Combined science	1	4
Computer science	1	5

-choose-

Submit

Academic year	2013
Study time	Daytime
Category of study	regular programme
Study intensity	fulltime
Cardinal time unit	semester
Number of cardinal time units	6
Max number of cardinal time units	7
number of courses per cardinal time unit	6
max number of courses per cardinal time unit	6
Max number of failed courses per cardinal time unit	2
Max number of students	0
Discipline group	-choose-
Contact	Jones, Mary
Active	yes

Elective courses

Cardinal time unit	courses
semester 1	
semester 2	
semester 3	
semester 4	
semester 5	
semester 6	

Now the secondary school subject requirements to enter this Programme of Study are complete: 5 subjects to grade, divided into 2 blocks (they could of course have all been in one block also, but this is for the School/Department to decide how to group this).

Submit

Secondary school subjects (request for admission)

add

Minimum number of subjects to grade	Maximum number of subjects to grade	Subject group	
3	3	English Language, General Science, Mathematics	
2	2	Combined science, Computer science	

Course / Programme of study

add

Code	Course	semester	Rigidity	Major / Minor

Prerequisite programmes of study

add

Study	Programme of study type