# Academic Management System

## Academic Management System (AMS)

- AMS manages Academic Business Processes:

  - Admissions, registration, enrolment, fees, debtors, course planning, resource allocation (lecturers, classrooms, timetabling), tutoring, class lists, class attendance, academic performance, examinations, academic records, certification and Mentoring;
  - The system Integrates with other systems (e.g. FMS, LMS).

- Acquired from University of Navarre (Spain)

  - Initial training conducted by Tecnicia (Spain);
  - Currently supported by a team of 7 programmers housed at Strathmore;
  - Thoroughly customised for the local environment;

## Admissions Module

- Process
    - Enter applicant's personal details;
    - Enter applicant's application details;
    - Enter applicant's interview details;
    - Admit Successful applicant;
    - Applicants who fail may retake the interview;
- Information
    - Bio data;
    - Previous academic qualifications;
    - Program of study applied for.

## Programme Management

- Process
  - Define the faculties and departments;
  - Define the academic year parameters;
  - Define tariff structure for academic years;
  - Define courses and syllabuses;
  - Define subjects and assign resources;
  - Define exemptions, transfers and syllabus adaptations.
- Information
  - Rules on subject enrolment;
  - Previous academic years information;
  - Scholarships information.

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## Course Management

- Components of course management
  - Certificates
    - Degree that the student intends to obtain;
  - Syllabi
    - Used to define credit range;
    - Used to define relationships between courses;
    - Used for the management of exemptions and transfers.
  - Courses
  - Taught Courses
    - Assigning resources to courses (lecturers, time and rooms);
- These are managed through an academic plan;
- In addition, the system manages:
  - Exemptions;
  - Transfer of credits;
  - Number of students who can take a course. The Students are classified as:
    - Repeating students or
    - New students





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# Syllabus Management



- Data items
    - Name;
    - Faculty;
    - Cost of an economic credit;
    - Minimum and maximum annual credits;
    - Minimum and maximum credits for certificate;
    - Maximum total credits: i.e. for:
        - Compulsory courses and
        - Elective courses
    - Year when the syllabus began;
    - Year when the syllabus was terminated;
- Requires planning at faculty level.

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## Lecturer Management

- Lecturer management; very basic though sufficient for the AMS;
- Maintenance of lecturer information can be managed from:
    - AMS; or
    - Through an interface with an HR system.
- The System maintains:
    - Bio data;
    - Qualifications.
- Indirectly, the System maintains:
    - Taught courses;
    - Lecturer availability.

## Course Enrolment

- Process
    - New students have their subjects registered for them in the system;
    - Continuing students register the subjects online;
    - Students generates an invoice by themselves;
    - Subjects registered are bound by rules defined in the system.
- Information
    - Student previous registrations;
    - Available subject groups;
    - Current subject list.

## Examination

- Process:
    - Examination mark sheets are generated by the administrators;
    - The lecturer enters the marks and completes the mark sheet;
    - The lecturer then publishes the mark sheet;
    - The mark sheet is then closed and becomes a part of the student's academic record.
- Classification of exam:
    - Normal exam
    - Supplementary exam
- Other information available:
    - Number of times the exam has been taken
- Transcripts:
    - The system allows for generation of academic transcripts for students; either as individual or batch issuance of transcripts.

## Fees and Debtors



- The System currently manages debtor information;
- Provides all financial transactions relating to a student;
- For generation of Complete Trial Balance; an interface with an accounting or financial system is required;
- Fee and debtor reports in the system include:
  - Debtors report;
  - Daily collection;
  - Debtors age analysis;
  - Monthly collections;
  - Registration fees report.

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## Enquiries and Reports

- The System provides for maximum visibility;
- It generates basic reports and integrates with third party tools;
- Reports include:
  - Financial reports;
  - Examinations and course work;
  - Academic certificates.
- Allows for statistical evaluation of student data; i.e.
  - Average marks;
  - Number of subjects passed;
  - Number of students with honors.



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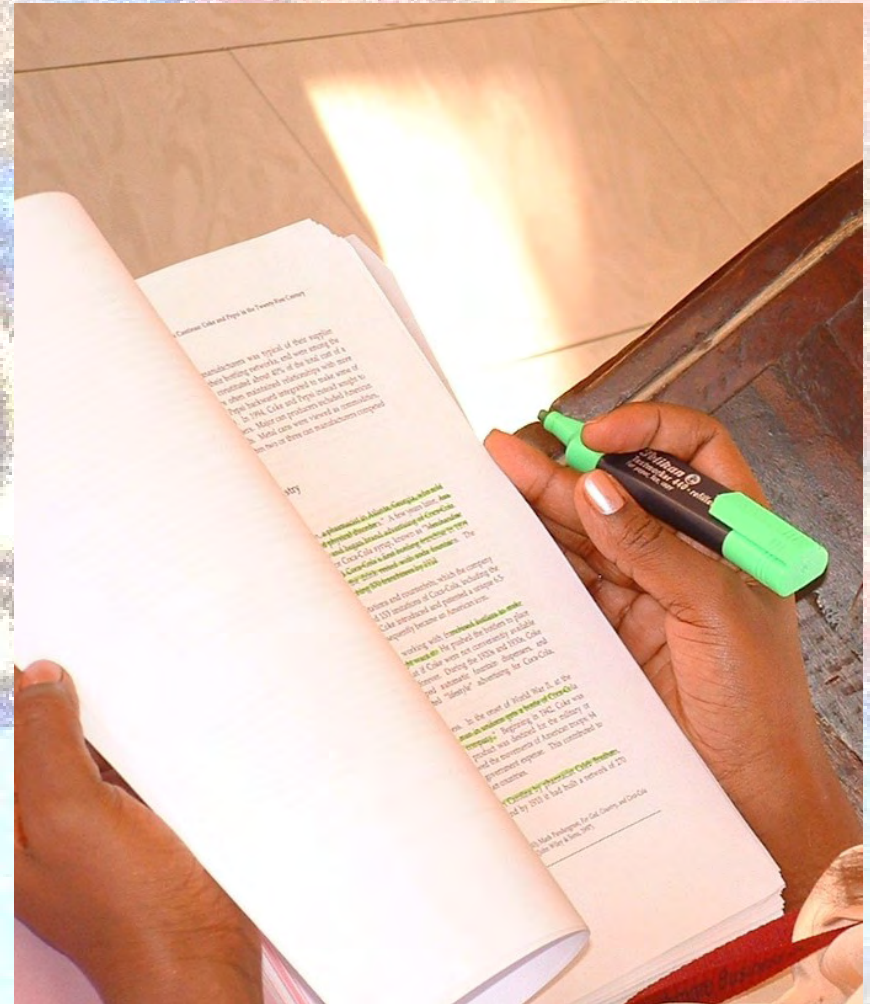
## Mentoring Module

- Consists of two sub modules:
- Mentor's Module:
  - The mentor can view the students assigned to them;
  - The mentor can communicate with the students through email;
  - The mentor can record mentoring sessions.
- Director' Module: The director:
  - Views and edits mentors' data;
  - Communicates with mentors through email;
  - Assigns, reassigns or cancels assignments of mentors to students;
  - Accesses mentor statistics;
  - Accesses information relating to students who have not had meetings with their mentors.

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- Messaging
  - Allows sending and receiving of email messages between:
    - Administration to lecturers and students;
    - Lecturers to students;
  - Messages are kept in the database for future reference;
- Interfaces:
  - Allows seamless exchange of data with other systems;
  - The system interfaces with with:
    - Accounting system;
    - Library system;
    - Access control system;
    - HR system.

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