

New Program

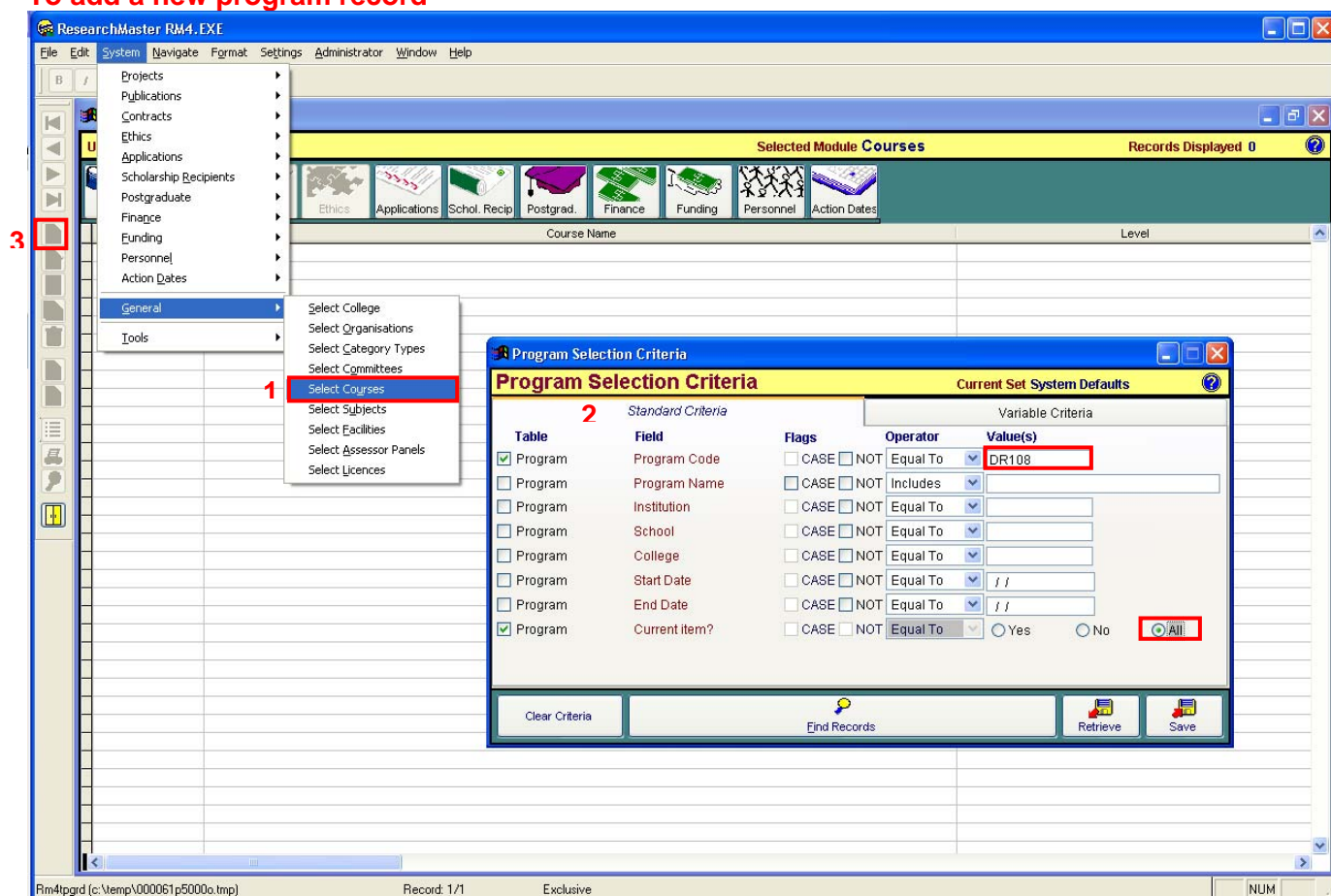
This guide shows staff how to create a new program record in the **System>General>Select Course** section of ResearchMaster (RM). New program records are created at the School of Graduate Research (SGR).

Guidelines and rules

The Course and Program Administration team of the Academic Registrar's Group is responsible for informing SGR when a new program is scheduled to be created. The Enrolments and Records team will make necessary amendments in PeopleSoft, including entering program details and transferring student data. SGR is responsible for adding program details and amending any student records in RM. (Refer to *Change of Program* quick guide to update the records of students involved in any program transitions.)

There are three types of program codes: 1. program codes starting with DR, MR, PH or DC with an 'RTS' suffix (e.g. DR053RTS and MR018RTS). These are used for students commenced from 1 September 2000 onwards; 2. program codes starting with DR, MR, PH or DC without the 'RTS' suffix (e.g. DR053 and MR018). These are used for students commenced before 1 September 2000. These students have one extra year of candidature entitlement than those commenced after 1 September 2000; 3. five-numerical-digit program codes (e.g. 00086 and 60077). These are very old and only used in the Previous Program History section of each student record.

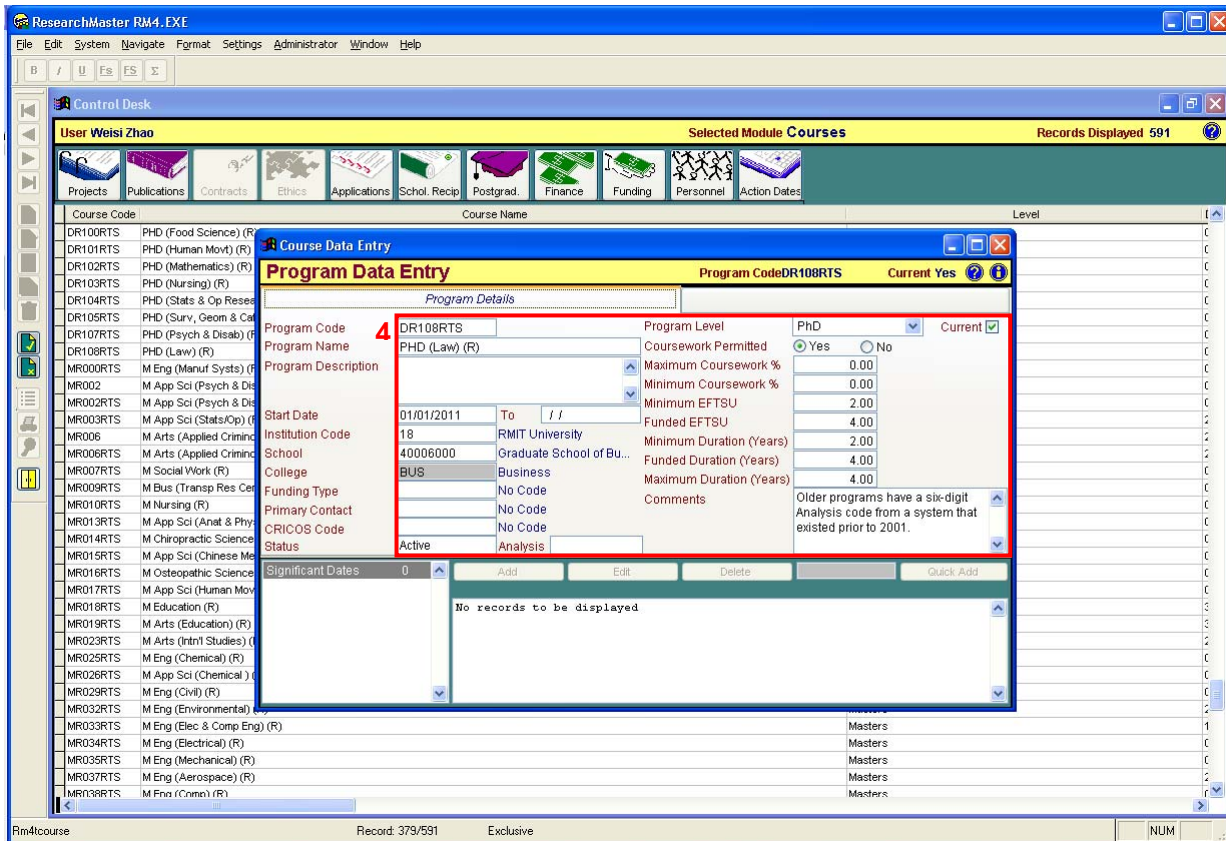
To add a new program record



The screenshot shows the ResearchMaster RM4.EXE interface. On the left, a menu is open with 'System' > 'General' > 'Select Course' highlighted. A red box labeled '1' is around 'Select Course'. In the main window, a 'Program Selection Criteria' dialog box is open. It has two tabs: 'Standard Criteria' and 'Variable Criteria'. Under 'Standard Criteria', there is a table with columns 'Table', 'Field', 'Flags', 'Operator', and 'Value(s)'. The first row is checked and has 'Program Code' as the field, 'Equal To' as the operator, and 'DR108' as the value. A red box labeled '2' is around the 'Program Code' field. At the bottom of the dialog, the 'Current Item?' field has the 'All' radio button selected, with a red box around it. The 'Find Records' button is also highlighted with a red box.

- 1 From the menu, select **System>General>Select Course**
- 2 Search via the **Program Selection Criteria** window to make sure the program code does not already exist: Enter the program code in the **Program Code** field; select the 'All' radio button in the **Current Item?** Field; click the 'Find Records' button.

3 If the record does not already exist, click  to display the **Program Data Entry** screen.



4 Enter the following details in the Program Data Entry screen. Refer to **Program Information** in iExplore (<https://iexplore.rmit.edu.au/iexplore/>) for details:

Program Details			
Program Name	a PHD (Law) (R)	Program Code	DR108
Academic Career	RSCH	Status	Active
Effective Date	b Aug 1, 2010	Effective Term	1080
Portfolio	BUS	Academic Calendar	RSCH
School	c Grad School of Bus and Law		
Default Campus	AUSCY	Grading Scheme	Higher Educ Grading Scheme
First Term Valid	0005	Level Load Rule	R4/96
EFSTU Aggregated	40	Program Years Full Time	e 4
Program Years Part Time	0	Minimum Units	384
CRICOS Code		Program Type Group	Higher Education
Program Type Code	02	Program Type	d Doctorate by Research
Field Study Group	ASCED	Field of Study Code	090900
Field of Study	Law		
Field of Education Code	090900	Field of Education	Law
TAFE Implementation Date		TAFE Expiration Date	
TAFE National Id		TAFE Nominal Hrs-Supervised	0
TAFE Recgn. Status Id		TAFE Koori Program Indicator	
Level of Edu. Code	112	Level of Education	Doctorate by Reseach

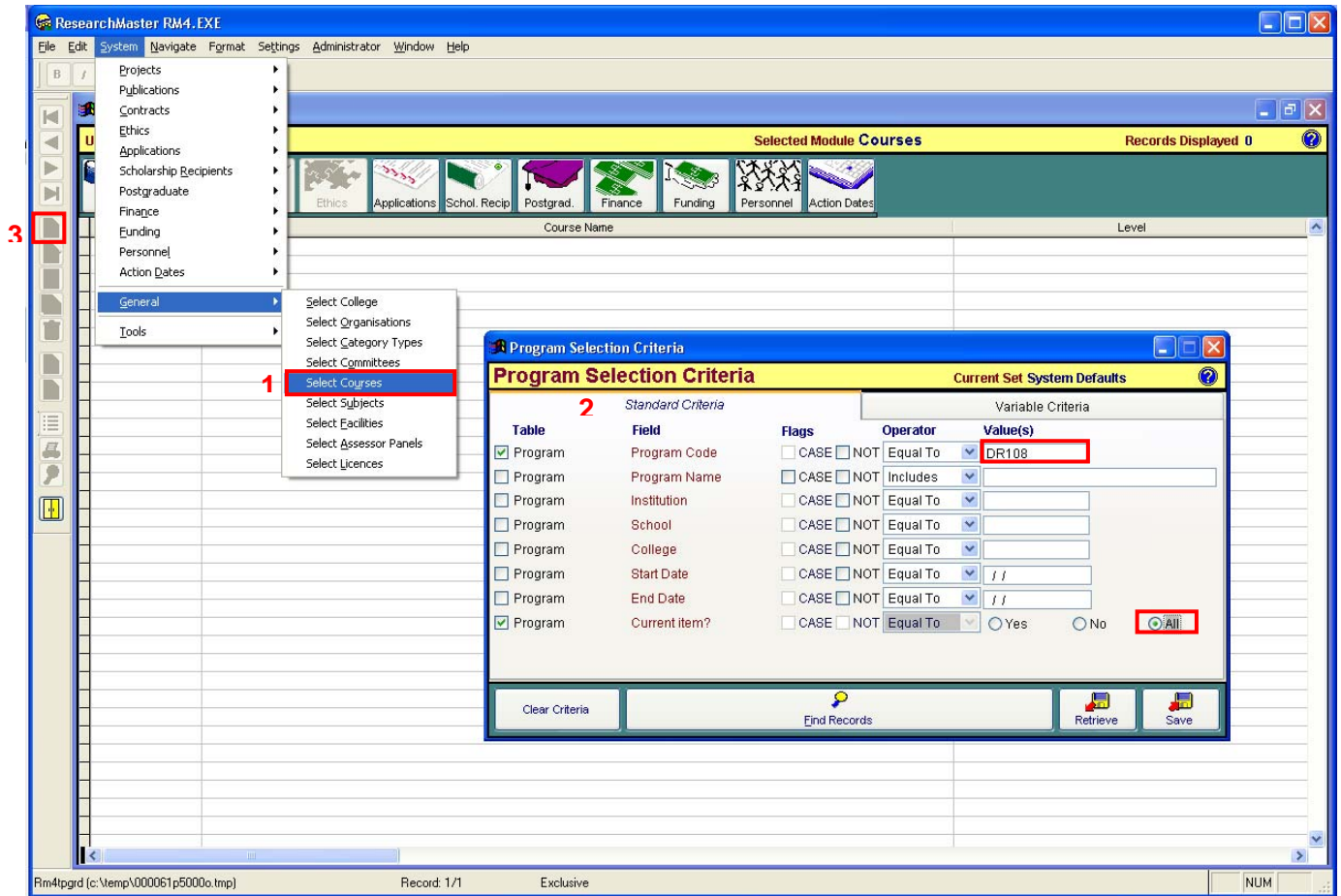
[View Plans](#) [View Program History](#) [Close Window](#)


Field	Action
Program Code	Enter the Program Code.
Program Name	Copy the Program Name from iExplore (a).
Program Description	Enter a brief description of the program, if available. (Optional)
Start Date	Enter the Effective Date of the program in iExplore (b).
To	Leave blank.
Institution Code	Enter '18'.
School	Enter the school which the program is registered against in iExplore (c).
College	Automatically populated when the School field is correctly entered.
Funding Type	Leave blank.
Primary Contact	Leave blank.
CRICOS Code	Leave blank.
Status	Enter 'Active'.
Analysis	Leave blank.
Program Level	Select the appropriate program level from the dropdown list. Refer to iExplore (d).
Current	Tick the box.
Coursework Permitted	Select the appropriate radio button.
Maximum Coursework %	33.3 for Professional Doctorate programs
Minimum Coursework %	Leave blank.
Minimum EFTSU	Follow the relevant policy.
Funded EFTSU	Follow the relevant policy. / Refer to iExplore (e).
Minimum Duration (Years)	Enter the same content as that in 'Minimum EFTSU'.
Funded Duration (Years)	Enter the same content as that in 'Funded EFTSU'.
Maximum Duration (Years)	Enter the same content as that in 'Funded EFTSU'.
Comments	Enter comments as necessary.

5 Click  to save.

Close the program record.

To archive an old program record



- 1 From the menu, select **System>General>Select Course**
- 2 Search via the **Program Selection Criteria**: Enter the program code in the **Program Code** field; select the 'All' radio button in the **Current Item?** Field; click the 'Find Records' button.
- 3 Click  to display the **Program Data Entry** screen.
- 4 Update the following details in the Program Data Entry screen:

Field	Action
To	Enter the end date of the program.
Status	Enter 'Inactive'.
Current	Un-tick the box.
Comments	Enter comments as necessary.

- 5 Click  to save.

Close the program record.