

Major Structure Review Checklist

Taught Majors

1) Refer to the Structures by Major report on the Structures Reporting menu on InfoHub, select 'click to view' under the 'Excluding CRNs' column for the relevant major/stage and check the following items:

- **Credits:** combined core/option credits for each stage match the 'Credits' field in the 'Summary Information' section
- **Stage text:** stage text for each stage has been recorded correctly in the 'Details' field in the 'Summary Information' section
- **Credit Split by Trimester:** complete this field for modules that span more than one trimester & consider workload implication. Zero credits must not be recorded for any trimester
- **Student Workload:** students must not be required to take more than 30 credits per trimester*
- **Option rule text:** correctly describes the number of modules students need to take. Refer to the section below on option rules.

Undergraduate Majors only

- **Electives:** 25 elective credits across all stages*
- **Additional Options:** available for students who don't want to take electives
- **Stage 1:** 30 core and option credits are available in Autumn* (additional options cannot be used to make up to 30 credits)

*Exceptions will require UPB approval

2) Use the Structures Check - Majors Missing Data report on the Structures Reporting menu to check that:

- There are no inactive modules on any major
- There are no majors without a structure
- There are no option rules without any modules

Reviewing your Option Rules Set-up

Rule Type: 'MIN OF' Rule / 'Minimum of x' Rule

- Students must take the minimum number of modules recorded in the 'No required' field
- For example; a MIN 1 OF rule indicates students must take at least one module from the list, meaning there must be more than 1 module in the list for them to take
- A MIN0OF* rule means students can choose modules from that list but are not required to do so
- *MIN0OF should be used to offer students additional option modules as alternatives to electives

Rule Type: 'OF' Rule' / 'Select x of' Rule (1 OF/ 2OF etc)

- Students must take the exact number of modules recorded in the 'No required' field
- Note that a '0 OF'* rule means students will not be able to choose modules from the list in that option rule and should not be used

Useful Links

- ☐ [Academic Regulations](#)
- ☐ [Editing Majors Guide & Checklist](#)
- ☐ [CMS Timelines](#)
- ☐ [Contact your College Liaison](#)

