

How to view internal Programme Summaries

To locate an Internal Programme Summary PDF (in Portico);

1. Navigate to Curricular Management and select 'Programmes'.

Curricular Management



2. Enter programme code or title and click 'search'.

Programmes

The screenshot shows the 'Search Criteria' form. It includes a note: 'Please note: you will be provided with a complete list of programmes for your search criteria. You should run the Programme Diet Status Report for details of programmes which have programme diets set-up.' Below the note are three radio buttons: 'Single Programme Code' (selected), 'Multiple Programme Codes', and 'Wild cards with Programme Code'. The 'Programme code/title' field contains 'UBSASTSPHY18' and 'BSc Astrophysics' and is circled in red. The 'Department' field is a dropdown menu with the placeholder text 'Please enter department code'. The 'Exam Board' field is a dropdown menu with the placeholder text 'Please enter Exam board code'. A 'Search' button is located at the bottom right of the form.

3. Click 'view' on results page.

Programmes

Your search for UBSASTSPHY18 retrieved 1 results

The screenshot shows the 'Search Results' table. The table has five columns: 'Programme Code', 'Programme title', 'Department', 'Faculty', and 'Exam Board'. The first row contains the following data: 'UBSASTSPHY18', 'BSc Astrophysics', 'Physics and Astronomy', 'MAP', and 'Undergrad. Physics, Astronomy and Related Boards'. A 'View' button is located to the right of the first row and is circled in red. Below the table is a 'Search again' button.

Programme Code	Programme title	Department	Faculty	Exam Board
UBSASTSPHY18	BSc Astrophysics	Physics and Astronomy	MAP	Undergrad. Physics, Astronomy and Related Boards

4. Scroll down to the Programme Summaries container and click the PDF button. This will generate the PDF into the downloads folder.

How to view internal Programme Summaries v1.0

Programme Summaries						
Cohort	Reviewed	Approved	Programme code	Programme title	internal use only	Actions
2023	Yes	Yes	UBSASTSPHY18	BSc Astrophysics	 PDF	 Edit

FOR INTERNAL USE ONLY – Please do not share this document beyond UCL. This is an internal working document and may include draft text yet to be approved.