

## Taught Majors

1) Refer to the [Structures by Major](#) report on the [Structures Reporting](#) menu on InfoHub, select 'click to view' 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:** credits are allocated to each trimester in which a module spanning multiple trimesters is available and the workload implications for the associated major(s) considered
- **Student Workload:** students must not be required to take more than 30 credits per trimester\*
- **Option rule text (instructions to students):** correctly describes the number of modules students need to take. Refer to the section below on option rules for further details

## Undergraduate Majors only\*

- **Electives:** 25 elective credits across all stages
- **Additional Option Modules:** 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 approval as a [derogation](#) from UPB

2) Use the [Structures Check - Majors Missing Data](#) report available on the [Structures Reporting](#) menu on InfoHub 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 of modules 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
- 'MIN0OF' rule means students can choose modules from that list but are not required to do so
- 'MIN0OF' can 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 of modules 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

### **Rule Type: 'Credit Rule' (10Cr / Min 10Cr etc)**

- Students must take at least the number of credits recorded in the Minimum field of the Required Credits section
- The Maximum field sets a limit on the number of credits a student can take from the list of options. It must be the same or more than the Minimum credits
- A 'Credit Rule' is useful when there are a mixture of module credit values on an option list, or when you want to limit the number of credits students can select from an option list



## Useful Links

- [Academic Regulations](#)
- [Editing Majors Guide](#)
- [Editing Majors Checklist](#)
- [Curriculum Management Reports Checklist](#)
- [CMS Timelines for Schools/Colleges](#)
- [Contact your College Liaison](#)