
Scope
All taught and research programmes at City University London

To be read in conjunction with
Annual Programme Evaluation Guidance

Last revised April 2017
Annual Programme Evaluation Guidance – Technical Annex

This technical annex should be used to support the completion of the management information tables included in the appendix to the Annual Programme Evaluation.

Table 1: Admissions – Applications [report SAPE001_A]
- Applications are categorised according to fee status. An overall number of applications is also provided.
- Not assigned means that the fee status has been left blank.
- UK and EU students are combined because they are entitled to the same level of fees.

Table 2: Admissions – Intake [report SAPE001_B]
- Intake is categorised according to fee status. An overall number for the intake is also provided.
- Where programmes have students on different modes of study and/or different start months, additional rows should be added to the table and information provided on the mode of study and start month for that cohort. The most common codes are AJ [full time, September start] and BJ [part time, September start]. A list of the codes for alternative modes of study and start months is provided at the end of this guidance (Appendix 1).
- Transfer students (T) and Provisional students (P) are excluded from this table.

Table 3: Admissions – Qualification on Entry [report SAPE003]
- New students are categorised according to the highest qualification they gained prior to entry to City.
- The most common qualifications are listed – additional qualification types should be inserted if required or, alternatively, these can be amalgamated into the ‘other’ column.
- Withdrawn (W), Transferred (T), Dormant (DO), Completed (N), Suspended (S) and Current (C) students are included.
- Provisional (P) students are excluded.

Table 4: Progression between Parts [report SAPE006]
- Information is provided on the number of students who progress between the different parts of a programme, at first attempt and then following resits.
- Programme teams can
  - run the reports capturing data on progression at first attempt once the results of the Assessment Board have been inputted into SITS, and run a separate report capturing data on progression after resits once the results of the Resit Assessment Board have been inputted into SITS; OR
  - run a report capturing both sets of data once the results of the Resit Assessment Board have been inputted into SITS.

Table 5: Reasons for withdrawal/transfer [report SAPE008]
- Information is categorised according to the reasons students withdraw or transfer from a programme, broken down according to the year in which the student is studying and the year of study.
- In the SAP report, years of study are described using codes: 11 = Part I; 21 = Part II; 31 = Part III.
- The SAP report should be filtered or drilled down to isolate and identify the particular programme, route or year of study required.
• The possible list of reasons for withdrawal or transfer is long. Delete any rows in which no data is returned.

**Table 6: Degree class distribution** [report SAPE007]

• Information is provided on students’ degree classifications.
• The SAP report should be filtered or drilled down to isolate and identify the particular programme, route or cohort required.
• For those programmes with professional accreditation attached, award of a lower qualification may also mean that the award title of the student is different from that of the original qualification. In these cases data will not appear for those students and a separate report using the new award code will need to be produced.

**Table 7: Graduate destinations**
The Destinations Leavers Higher Education (DLHE) survey is undertaken by all universities in the UK and is regulated by HESA. Information about the DLHE and graduate destinations can be found on the Careers SharePoint site: https://cityuni.sharepoint.com/sites/wo_DLHE

The latest reports for each school are made available in **July each year**. There is a lag from graduation to collection for, for example, for the 2014/15 cohort of graduating students the reports were published in July 2016.

**Appendix 1**

*The table below provides a list of the codes used in SITS to describe modes of study and start months for student cohorts. For example, a student starting full time in September has a code of AJ whilst a student starting a modular programme in January has a code of EA.*

<table>
<thead>
<tr>
<th>First Character</th>
<th>Second Character</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Full Time (FT)</td>
</tr>
<tr>
<td>B</td>
<td>Part Time (PT)</td>
</tr>
<tr>
<td>C</td>
<td>Distance Full Time (DF)</td>
</tr>
<tr>
<td>D</td>
<td>Distance Part Time (DP)</td>
</tr>
<tr>
<td>E</td>
<td>Modular (MM)</td>
</tr>
<tr>
<td>F</td>
<td>Thick Sandwich (TS)</td>
</tr>
<tr>
<td>G</td>
<td>Professional Pathway (PP)</td>
</tr>
<tr>
<td>H</td>
<td>Overseas Institution Full Time</td>
</tr>
<tr>
<td>J</td>
<td>Overseas Institution Part Time</td>
</tr>
<tr>
<td>K</td>
<td>November</td>
</tr>
<tr>
<td>L</td>
<td>December</td>
</tr>
</tbody>
</table>
SAP REPORTS GUIDANCE

This guidance has been developed in order to support SAP BW users in producing MI data for APE reports. In order for users to access SAP BW they must have undertaken the training provided by the IT Training Department.

To access the SAP BW reports, SAP GUI need to be installed in the system, to access SAP BW report you should go to the all programs in windows and look for Business Explorer and click on Analyser.

![Image of Business Explorer]

This screen will appear

Once SAP GUI installed in your system, these Add-ins are automatically added to Excel.

Go to ADD-INS tab and click on open folder and select open query and select BW system.
System prompt you login screen and enter your SAP BW user name and password. Please note only staff members who have attended the SAP training through IT will be given an access password. In order to access the IT Training go to http://www.city.ac.uk/ittraining/
Once you have entered your user and password the screen will appear like below. As per the user authorizations, you should able to find the report by click on find. User can search by report description or technical name.
You can find all the reports by entering “SAPE in a search, you can see below.
Once you have selected the report you may need to enter the variables as shown below, the field with asterisk (*) is mandatory field.

Mandatory field, this case enter academic years you want to run the report.

After entering variables click on OK. The report will look like below. You can further filter data by clicking on filter.

If you like do more filtering on the report by click on here.

The button give all information about the report.
The screen should then look something like this:

![Image of screen with tables and information]

If you like to print out the report, go to file in menu bar and print.