

Guide for Termination and Suspension Proposals

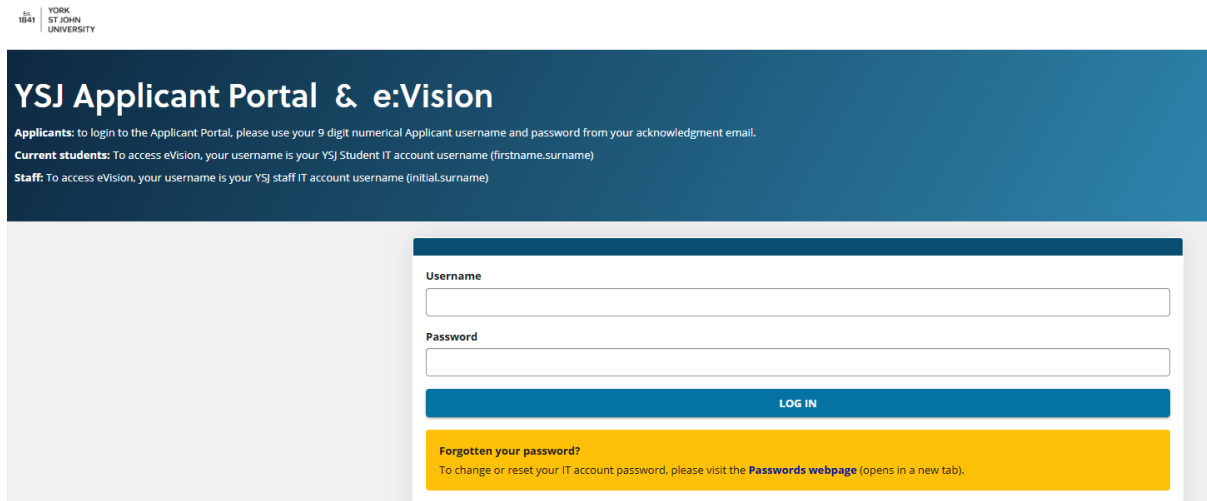
How to retrieve course codes and student numbers on e:Vision to complete termination and suspension proposals.

Retrieving course codes

1. Open e:Vision. This can be accessed through the staff page of the YSJ website.



2. Log in to e:Vision.



3. Click 'Reports and Lists'.

4. Under 'Course and Route Information', click 'Search for Courses'.

5. Using the wildcard search function ^*, search for a key term likely to be present in all iterations of the programme you are looking to suspend or terminate.

- Copy the relevant course codes and programme titles to the termination/suspension form. Ensure that all iterations of the programmes for termination/suspension are included.

Course and Route Information

List of Courses in SITS
Click the column headings to sort

This report contains a list of all Courses held in SITS.
Total number of Courses: 38

Course Code	Course Name	Department	In Use	Additional Information
BA03JFFT	BA Hons Creative Writing and English Literature w FY	Creative Writing	Yes	MORE DETAILS
BA03JFT	BA Hons Creative Writing and English Literature	Creative Writing	Yes	MORE DETAILS
BA03PPT	BA Hons Creative Writing and English Literature	Creative Writing	Yes	MORE DETAILS
BA03WFT	BA Hons Creative Writing and English Literature w Opt-in PY	Creative Writing	Yes	MORE DETAILS
BA07JFFT	BA Hons English Literature and Film Studies w FY	English Literature	Yes	MORE DETAILS
BA07JFT	BA Hons English Literature and Film Studies	English Literature	Yes	MORE DETAILS
BA07PPT	BA Hons English Literature and Film Studies	English Literature	Yes	MORE DETAILS
BA08JFFT	BA Hons English Literature and History w FY	English Literature	Yes	MORE DETAILS
BA08JFT	BA Hons English Literature and History	English Literature	Yes	MORE DETAILS
BA08PPT	BA Hons English Literature and History	English Literature	Yes	MORE DETAILS
BA13JFFT	BA Hons Media and English Literature w FY	Media and Film Studies	Yes	MORE DETAILS
BA13JFT	BA Hons Media and English Literature	Media and Film Studies	Yes	MORE DETAILS

Retrieving student numbers for termination

- In order to search for student numbers, you will need to have retrieved the course codes (see above).
- Return to 'Reports and Lists' and click 'Students on a Course'.

Reports and Lists
Lists of students on courses, routes and modules

Course and Route Information ?

This section includes reports on student populations, enrolment, and courses and routes held in SITS

- Students on a Course**
- Students on a Course with disability data
- Students on a Course, not yet enrolled
- Students on a Route
- Search for Courses
- Search for Routes
- International Partnership Population Report
- (2) Partnership Population Report
- Course Enrolment Report by School
- Course Enrolment Report by Student

Academic Tutor ?

Academic tutors can view their current academic tutees here. If this information is inaccurate, please contact the PASS team

View your academic tutees

Module Registration ?

This section provides information relating to students on modules, including class lists based on SMO records and overall module numbers

- Module Class List
- Module Class List with Student Photo
- Student Numbers on Modules
- Module Database

Student Attendance ?

This section provides student status reporting based on student enrolment records

- Student Attendance: Withdrawn and Terminated

- Search for the relevant course code with an up-to-date academic year.

[Home \(Staff\)](#)
[Change of Circumstances](#)
[Reports and Lists](#)
[Information for Staff](#)
[Student Files](#)
[Assessment](#)
[Registry](#)

Course and Route Information

Students on a Course

This report lists students on the specified course and contains basic enrolment details, including student status, campus, and academic tutor

You may experience performance issues when retrieving large numbers of records. Please refine your search further if this happens. Please do not refresh your browser when running reports.

You can use **^*** (caret and asterisk) as wildcards for more matches.

- **24^*** will search for Student IDs that start 24
- **^*Business^*** will search for course names that include Business

Students on a Course

Please enter your search criteria and click 'Search'.

Course code * [LIST](#) BA Hons Creative Writing and English Literature w FY
Academic Year [LIST](#)
Block
Occurrence

4. The form will include students on the course.

Course and Route Information

List of students on a Course

Click the column headings to sort

This report contains a list of students on Course BA Hons Creative Writing and English Literature w FY (BA03JFFT), showing route data.

Total students: 8

Year	Block	Occ	Route	Student ID	Name	Status	Mode	Start Date	Expected End Date	Assessment Scheme	Location	Tier 4
2025/6	2	A	CWENJF: Creative Writing and English Literature with Foundation Year			C	Full-time	18 September 2023	11 June 2027	Scheme A Compensation	LMW	No
2025/6	2	A	CWENJF: Creative Writing and English Literature with Foundation Year			C	Full-time	18 September 2023	11 June 2027	Scheme A Compensation	LMW	No
2025/6	2	A	CWENJF: Creative Writing and English Literature with Foundation Year			C	Full-time	18 September 2023	11 June 2027	Scheme A Compensation	LMW	No
2025/6	0	A	CWENJF: Creative Writing and English Literature with Foundation Year			C	Full-time	22 September 2025	8 June 2029	Scheme A Compensation	LMW	No
2025/6	2	A	CWENJF: Creative Writing and English Literature with Foundation Year			C	Full-time	18 September 2023	11 June 2027	Scheme A Compensation	LMW	Yes
2025/6	2	A	CWENJF: Creative Writing and English Literature with Foundation Year			C	Full-time	18 September 2023	11 June 2027	Scheme A Compensation	LMW	No
2025/6	1	A	CWENJF: Creative Writing and English Literature with Foundation Year			C	Full-time	23 September 2024	9 June 2028	Scheme A Compensation	LMW	No
2025/6	0	A	CWENJF: Creative Writing and English Literature with Foundation Year			W	Full-time	23 September 2024	8 June 2029	Scheme A Compensation	LMW	No

5. Although the list reports a total of 8 students, this number is not accurate. Check the status column to discount students whose status is 'W' for withdrawn. Students whose status is 'S' for suspended will need to be included and accounted for in a termination teach-out plan.

6. Whilst a student may be expected to end their studies before the programme is terminated, they should be included in the existing student numbers and the termination teach-out plan should account for the possibility of suspension of studies/deferral/continuation as an external student.

2025/6	3	A	CWENJ: Creative Writing and English Literature			C	Full-time	18 September 2023	12 June 2026	Scheme A Compensation	LMW	No
--------	---	---	--	--	--	---	-----------	-------------------	--------------	-----------------------	-----	----

7. Where there are any existing students on a programme, a termination teach-out plans *must* be completed, even if all students are due to complete their studies before the programme is terminated.
8. Repeat using the course codes for all iterations of the programme planned for termination, totalling the relevant student numbers as you do.