Overview

A study package structure is an outline of the course components that students are required to complete in order to attain their award. It contains information about majors, streams and units that students need to select as core or optional components.

Study Package Structures can be set up in draft courses, majors or streams by the Faculty Course Administrator or Course Advisor. Course Advisors ONLY are able to set up study package structures in active study packages, or make study packages active.

Course Structure

The Study Package Structure indicates how the Study Package is structured and the components that it is comprised of:

Types of links
- Core
- Option
- Elective
- Alternate

Units, Majors or Streams

Types of components
- Units
- Major
- Stream

Creating a Study Package Structure

Enter the Study Package Code into the Study Package Code field on the General Study Package Screen.

Enter the version of the Study Package that you would like to work with into the Version field.

Click Retrieve.

Select Study Package Structure in the Links to Other Functions box on the left-hand side of the Study Package screen.

The Study Package Structure window will populate with the correct Stage (active, planned etc). The Study Measures field will reflect the number of credits required to complete the course.

Study Package

Study Package Cd: [ ]

General

Enter the version of the Study Package that you would like to work with into the Version field.

Click Retrieve.

Select Study Package Structure in the Links to Other Functions box on the left-hand side of the Study Package screen.

The Study Package Structure window will populate with the correct Stage (active, planned etc). The Study Measures field will reflect the number of credits required to complete the course.
4.12.4.10 Creating Study Package Structures

If creating from new, you must enter the **Name** of the study package and the **Status** (Active) under the general screen.

<table>
<thead>
<tr>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Package Stage:</td>
</tr>
<tr>
<td>Study Measures:</td>
</tr>
<tr>
<td>Name:*</td>
</tr>
<tr>
<td>Description:</td>
</tr>
<tr>
<td>Status:*</td>
</tr>
<tr>
<td>Default Study Plan Approval:</td>
</tr>
<tr>
<td>Effective Date:</td>
</tr>
</tbody>
</table>

Move to the **Structure Lines** section of the **Study Package Structure** window.

![Structure Lines Table]

**Entering Core Components**

*Important Note:* It is recommended that Core components be entered into the Study Package Structure before Options and Electives.

Click in the Structure Lines table under Component Type to open a drop down box containing a list of all of the available **Component Types**.

Click on **Core** to select it.

Enter the **Year Level** within the course to which the Component is associated.
4.12.4.10 Creating Study Package Structures

Click into the Study Period field. Select from the drop down box containing a list of all of the available Study Periods.

Click on the required Study Period to select it.

Enter the Study Package Code into the study package code field and the required Version into the version field.

Adding a component to a Structure Line will also auto populate the name of the Study Package Component, and the number of Credit Points associated with.

Important Note: The Description field is not currently used, and information entered into the Description field is published directly to eStudent. Discussions need to be had around the use of this field and the nature of the text that should be included.

If required, Notes to assist staff can be entered into the Notes field. This field is not published, and is visible only to staff accessing the Study Plan window.

Entering Alternate Components

Click into the Rule Type field of the row containing the core unit that has an alternate. Select from the drop down box containing a list of all of the available Rule Types.

If creating a Structure Line for an Alternate unit, click on Number of Components to select this Rule Type.

Press the Tab key on your Keyboard. The Min and Max fields will automatically populate.
4.12.4.10 Creating Study Package Structures

Click on the Add List hyperlink in the Study Package Lists section.

![Study Package Lists]

This will open the Study Package Lists window.

Enter the Name of the Alternative Core Components List into the Name field. It is important that the name used in this field is meaningful, as it will be displayed in eStudent.

The naming convention for Alternate Core Components Lists is as follows: “Alternates for [Unit SPK] – [Unit title]”

Enter any relevant information about the study package structure for staff into the Notes field.

Enter an equals sign (=) into the SPK operand field. Manually enter each SPK and version, including the listed core unit, into rows on the Study Package List Criteria. Click OK.
In the **Structure Lines** Grid, click on the **List** field for the **Structure Line** of the relevant Core component.

![Structure Lines Grid](image)

This will open a drop down box containing a list of all available **Study Package Lists**.

Click on the required **Study Package List** to select it.

### Entering Optional Components

Click into an empty **Component Type** field. Select from the drop down box containing a list of all of the available **Component Types**.

![Component Types](image)

Click on the **Option** to select it as the **Component Type**.

Enter the **Year Level** within the Course to which the Component is associated.

![Year Level](image)

Click into the **Study Period** field and select from the drop down box containing a list of all of the available **Study Periods**.
Click on the required **Study Period** to select it.

Click into the **Rule Type** column and select from the drop down box containing a list of all of the available **Rule Types**.

If creating a **Structure Line** for an **Optional** unit, click on **Credit Points** to select this **Rule Type**.

Press the **Tab** key on your Keyboard.

Enter the required number of Credit Points into the **Min** and **Max** fields. This indicates the number of credits assigned to this Optional Component of the study package structure.

Click on the **Add List** hyperlink in the **Study Package Lists** section.

This will open the **Study Package Lists** window.
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4.12.4.10 Creating Study Package Structures

Enter the Name of the Option List into the Name field. It is important that the name used in this field is meaningful, as it will be displayed in eStudent.

The naming convention for Optional Components Lists is as follows:
If only one option list is required: “Options for [Course SPK] Ver [Version Number] [Course Title]” OR
If more than one option list is required, showing different options for each year: “Options for Year [X], for [Course SPK] Ver [Version Number] [Course Title]” OR
If more than one option list is required, showing different options for each semester: “Options for Year [X], Semester [X], for [Course SPK] Ver [Version Number] [Course Title]”

Important Note: As the naming convention for optional components lists includes the version number and course title, any change to the course title and/or version will require an update to the option list, regardless of whether the structure has changed.

Enter any relevent information about the study package structure for staff into the Notes field.

Enter an equals sign (=) into the SPK operand field. Manually enter each SPK and version, including the listed core unit, into rows on the Study Package List Criteria. Click OK.

Important Note: The year level of each option cannot be added prior to the list being saved. If year levels are required, follow the steps above to add a list, then click modify list to enter the year levels against each optional unit.
4.12.4.10 Creating Study Package Structures

In the **Structure Lines** Grid, click on the **List** field for the **Structure Line** of the relevant Optional component.

This will open a drop down box containing a list of all of the available **Study Package Lists**.

Click on the required **Study Package List** to select it.

**Entering Elective Components**

Click into an empty **Component Type** field and select from the drop down box containing a list of all of the available **Component Types**.

Click on the **Elective** to select it as the **Component Type**.

Enter the **Year Level** within the Course to which the Component is associated.

Click into the **Study Period** field, select from the drop down box containing a list of all of the available **Study Periods**.

Click on the required **Study Period** to select it.

Click into the **Rule Type** column and select from the drop down box containing a list of all of the available **Rule Types**.
4.12.4.10 Creating Study Package Structures

If creating a **Structure Line** for an **Elective** unit, click on **Credit Points** to select this **Rule Type**.

Press the **Tab** key on your Keyboard.

Enter the required number of Credit Points into the **Min** and **Max** fields. This indicates the number of credits assigned to this Elective Component of the study package structure.

Click on the **Add List** hyperlink in the **Study Package Lists** section.

This will open the **Study Package Lists** window.

Enter the Name of the Elective List into the **Name** field. It is important that the name used in this field is meaningful, as it will be displayed in eStudent.

The **naming convention** for Elective Components Lists is as follows:

“Electives for [Course SPK] Ver [Version Number] [Course Title]”

Name:*
4.12.4.10 Creating Study Package Structures

**Important Note:** As the naming convention for elective components lists includes the version number and course title, any change to the course title and/or version will require an update to the elective list, regardless of whether the structure has changed.

Enter any relevant information about the study package structure for staff into the **Notes** field.

Click into the SPK Operand column and select from the drop down box containing a list of all the available options.

If creating a Study Package List for an Elective unit, click on Like to select this option. Press the Tab key on your Keyboard.

Enter the percentage symbol (%) in the Spk Cd field.

Click **OK**.

In the Structure Lines Grid, click on the List field for the Structure Line of the relevant Elective component.

This will open a drop down box containing a list of all the available Study Package Lists.

Click on the required Study Package List to select it.

**Entering Notes**

Where a unit in the structure requires an explanatory note, this must be entered in Structure Lines Grid. It can be added against a core, elective or optional slot, and should be kept clear and concise as this will appear in the student handbook.
4.12.4.10 Creating Study Package Structures

Component Totals/Study Value

The **Component Totals/Study Value** section of the Study Package Structure window displays a summary of the credit point values and component numbers that are assigned to each Study Period.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Study Period</th>
<th>Component Type</th>
<th>Min Credit Points</th>
<th>Max Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Semester 1</td>
<td>Core</td>
<td>100.000</td>
<td>100.000</td>
</tr>
<tr>
<td>1</td>
<td>Semester 2</td>
<td>Core</td>
<td>75.000</td>
<td>75.000</td>
</tr>
<tr>
<td>2</td>
<td>Semester 1</td>
<td>Core</td>
<td>100.000</td>
<td>100.000</td>
</tr>
<tr>
<td>2</td>
<td>Semester 2</td>
<td>Core</td>
<td>100.000</td>
<td>100.000</td>
</tr>
<tr>
<td>3</td>
<td>Semester 1</td>
<td>Core</td>
<td>100.000</td>
<td>100.000</td>
</tr>
<tr>
<td>3</td>
<td>Semester 2</td>
<td>Core</td>
<td>100.000</td>
<td>100.000</td>
</tr>
<tr>
<td>1</td>
<td>Semester 2</td>
<td>Elective</td>
<td>25.000</td>
<td>25.000</td>
</tr>
</tbody>
</table>

Total: 500.000 600.000