FAQs: How to bulk copy your courses

Do I need to add HECoS codes to complete the rollover of course options for the 2019 cycle?

No, you can create your courses for 2019 without the HECoS codes being present. You can also create individual courses for 2019 without the codes, however they will need to be added before the 2019 course options can be published in May.

Do I need to rollover all the following year's courses in one go, or can I do them incrementally?

Courses can be rolled over in as many steps as you find necessary – this could be all at once or in batches, if this is easier.

When I rollover the course options for the new cycle, can I set a specific start date for the following year's intake?

If the course option being copied has a specific date set currently (i.e. DD/MM/YY), you will be able to amend the 'day' element of the new start date at the time of rollover. If the current course option is listed with just a month and year start date, the new option will recreate the month, but increase the year by one.

If I rollover course options that turn out to be incorrect, or are not needed in the following cycle, can I amend them?

Yes you can. The option to amend the newly created courses will remain available until they are either published or set as 'Open for application'. Please note that certain sections will be locked down after the course has been published and/or opened for applications. If a course is no longer needed, it can just be archived.