# Joint programmes

The following option is intended for administrators for management of joint programmes.

Administrator can edit existing joint programme or ad a new one but only for those joint programmes for which their institution is listed as an administrator.

In addition, administrators can also view information about joint programmes where their institution is listed as a partner.

### JOINT PROGRAMMES

My programmes (Administrating)

Partner programmes (Participating)

Figure 1. Joint programmes menu

# My programmes (Administrating) Adding a new joint programme Editing a joint programme Partner programmes (Participating)

## My programmes (Administrating)

This option allows administrators to add new joint programs, as well as edit information about already existing joint programs, but only for those joint programs for which their institution is listed as an administrator.

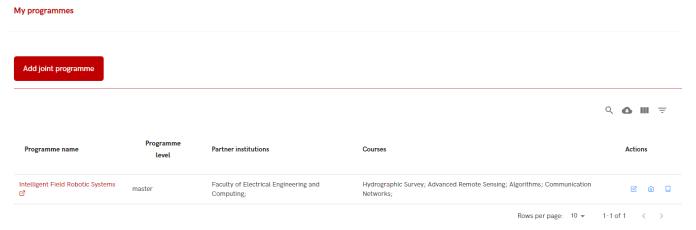


Figure 2. My programme option

### Adding a new joint programme

To add a new joint programme administrator must choose Add joint programme button and fill the required fields.

Required fields are: programme name, programme level and partners, but URL field is optional.

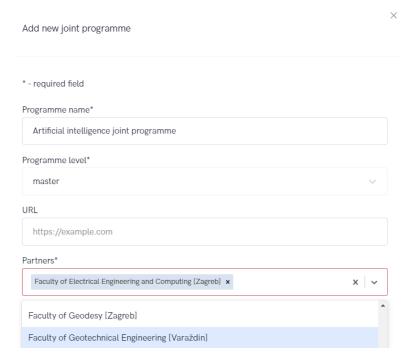


Figure 3. Adding a new joint programme

After the data has been entered, it is necessary to select the Save option, after which the entered data will be saved, and the administrator will be able to continue the process and add new courses to the joint programmes.

Administrator can see all the courses for every partner institution and simply add them to joint programme.

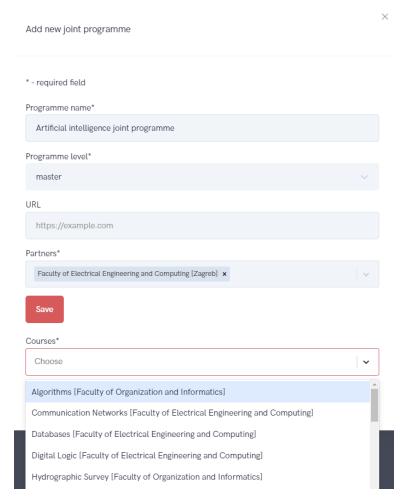


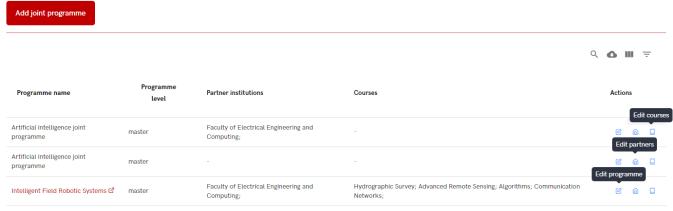
Figure 4. Adding the courses to joint programme

### Editing a joint programme

If for some reason it is necessary to make some changes in existing joint programme these changes can me made using the Edit action (Figure 5. shows editing actions that can be made on certain joint programmes).

In order to change courses, administrator must choose appropriate icon (as show in Figure 5.).

The same applies to changes related to the name of the program or changes related to partners.



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### Figure 5. Choosing the Edit action

To change name of the joint programme or programme level, administrator must choose edit programme icon and insert new data.

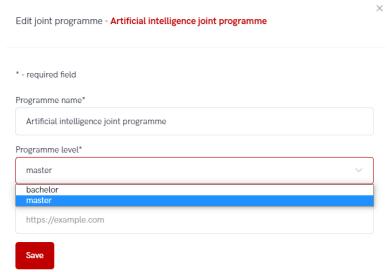


Figure 6. Changing the programme level

To add or change partner organization, administrator must choose Edit partners icon and made desired changes.

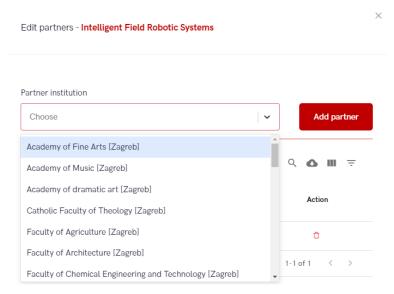


Figure 7. Adding a new partner organization to the joint programme

To add a new course, administrator must choose Edit course icon.

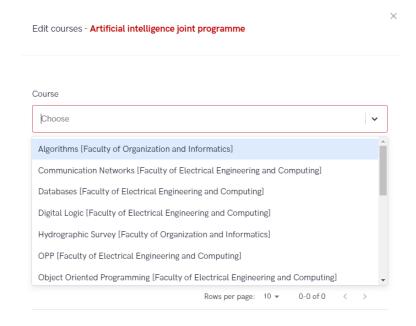


Figure 8. Adding a new course to the joint programme

# Partner programmes (Participating)

This option allows the administrator to view the joint programs for which their institution is stated as a partner institution.

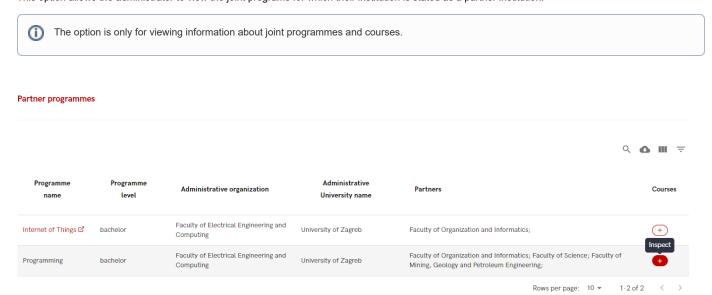


Figure 9. Inspecting the partner programmes option

In order to view details about courses for specific joint programme administrator must choose the Inspect icon.

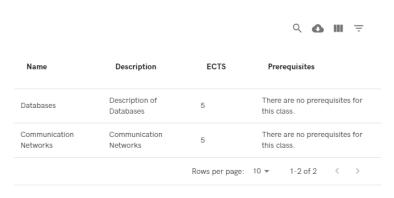


Figure 10. Details on courses for a joint programme