



Key Information for Students Publication rules

Handy rules for publication of the full KIS (and KIS Button) on your website.

Note: all 'active' qualifications will be published on the central website (i.e. a KIS will be published while a qualification is still 'active').

Rule	If the qualification.....	And....	Then....	KIS Publication (Y/N or optional)	Central Website (Y/N or optional)	Notes
1.	is embedded as part of another qualification	has no enrolments reported for the embedded qualification	a KIS will not be published	N	N	
2.	is embedded as part of another qualification	and has enrolments reported for the embedded qualification	a KIS will be published for both qualifications	Y	Y	
3.	is on a web page with other qualifications	those qualifications have separate qualification codes	a KIS will be published for each qualification	Y	Y	See Full KIS Implementation Plan (p.19) or KIS Button Implementation Plan

						(p.17)
4.	is a new qualification	there are no enrolments reported for the last calendar year	a KIS will be published	Y	Y	Fees and course completions fields will display as N/A until there is data reported submitted). TEOs can add code which will automatically hide qualifications returning N/A but display them when there is data.
5.	is delivered intermittently	there have been no enrolments in the last 5 years	a KIS will not be published	N	N	The qualification should be closed in STEO
6.	is delivered intermittently	there have been no enrolments in the last 4 years but will be delivered in the next 2 years	a KIS will not be published	N	Y	The TEO can choose to close this qualification in STEO
7.	has fees that are discounted	the fees differ from those reported in the Course Register	a KIS will be published (with additional wording)	Y	Y	No additional information about fees will be published on the KIS central website
8.	is discontinued	the qualification has been closed in STEO	a KIS will not be published	N	N	All discontinued qualifications should be closed in STEO

9.	is expiring	is displayed on the TEO website	a KIS will be published	Y	Y	We recommend a TEO website provides suitable information that the qualification is taking no new enrolments and/or being replaced by another qualification.
10.	is expiring	is no longer displayed on the TEO website	a KIS will not be published	N	Y	A KIS will be displayed on the KIS central website while the qualification is still active in STEO
11.	is expiring	has no enrolments in the last year	a KIS will not be published	Optional	Y	A KIS will be displayed on the KIS central website while the qualification is still active in STEO
12.	is a conjoint degree	has enrolments under a separate conjoint qualification code	a KIS will be published	Y	Y	
13.	is a conjoint degree	has no enrolments under a separate conjoint qualification code ie, has enrolments under separate codes only	a KIS will be published for each qualification	Y	Y	
14.	is a double degree	has enrolments under a single qualification code	a KIS will be published	Y	Y	
15.	is a double degree	has enrolments under 2 separate qualification	a KIS will be published for each	Y	Y	

		codes	qualification			
16.	has multiple strands	a single qualification code	a KIS will be published for that qualification code	Y	Y	TEOs can include additional information in the pop-up or below the fees field to indicate there may be variations in strands with prior approval from the TEC.