

Guidance on Inputting Unit KIS data using the Online Approval Tool

These guidance notes will tell you how to input unit Key Information Set (KIS) data for Methods of Assessment and Methods of Teaching and Student Input using the online approval tool.

For further information on the requirements for KIS Data please see the [AQPO website](#)

There are 5 steps to inputting the unit KIS data:

STEP 1: Logging in to the site and setting up a new proposal

STEP 2: Opening the existing unit

STEP3: Entering the KIS data onto the Unit Specification

STEP 4: Editing more units as part of the same proposal

STEP 5: Submitting your proposal

STEP 1: Logging in to the site and setting up a new proposal

To access the web screens, please go to <https://www.bris.ac.uk/esu/approvalprocess>.

You will need to login using the link in the left hand navigation bar. Please enter your University of Bristol username and password.

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University of BRISTOL Online Approval Tool learning

Education Support Unit | Approval Information | Unit and Programme Catalogues | Unit Costing Tool search

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Online approval tool for new and revised programmes and units

PROPOSALS

- Create New Proposal
- My Proposals
- Proposals Awaiting My Authorisation
- Proposals in Workflow
- Completed Proposals

COMMITTEES

- My committees
- List all committees
- Login**

The University has a process to ensure that any new or revised units or programmes are academically appropriate and sound, and that sufficient resource can and will be made available delivery. To ensure this, all proposals to introduce or change units or programmes must be formally approved before being implemented. This is facilitated by an on-line approval process entered electronically and, once approved, relevant data is updated on central university systems e.g. SITS, timetabling and the online unit and programme catalogues.

This online tool supports the process of creating and revising existing units and programmes.

All changes to units and programmes must be initiated in this tool and once submitted will then be considered and approved at relevant School, Faculty and University committees.

University of Bristol users should login here: [Login](#)

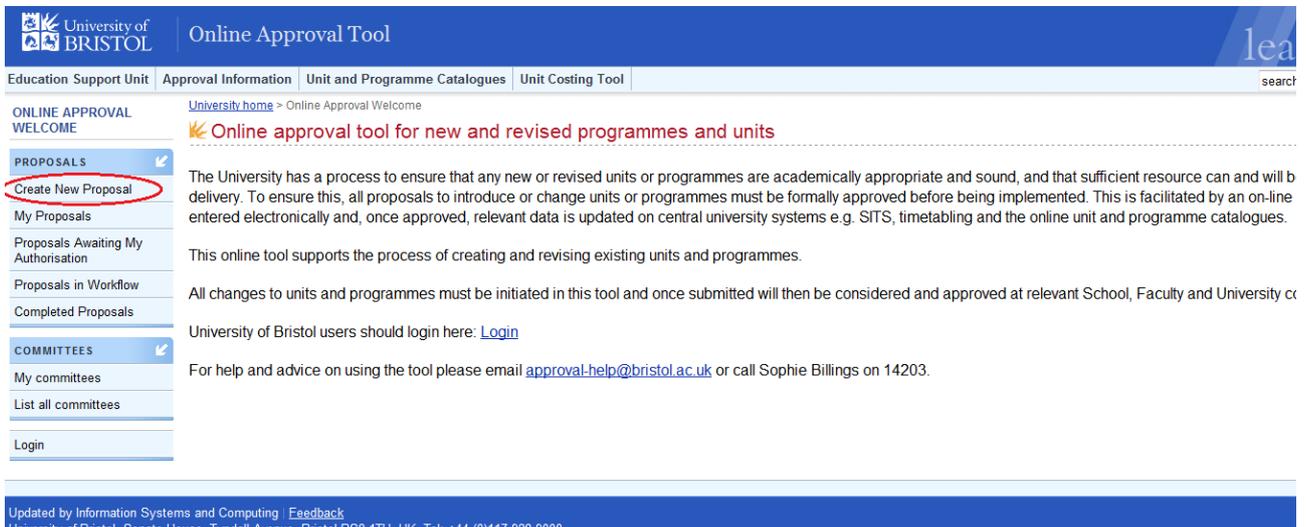
For help and advice on using the tool please email approval-help@bristol.ac.uk or call Sophie Billings on 14203.

Updated by Information Systems and Computing | [Feedback](#)
University of Bristol, Senate House, Tyndall Avenue, Bristol BS8 1TH, UK. Tel: +44 (0)117 928 9000

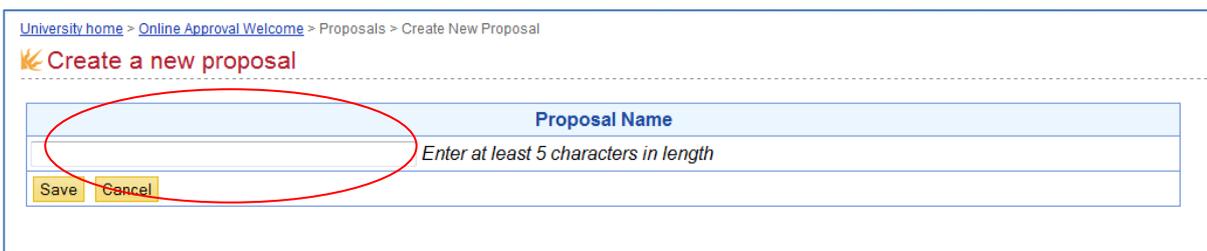
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The first thing you need to do is set up a new proposal, which you might like to think of as a folder that contains several edits/amendments that you want to submit together. You will give the proposal (folder) an appropriate title as you would do with a folder within a shared drive.

1. Click on 'Create New Proposal' in left hand navigation bar



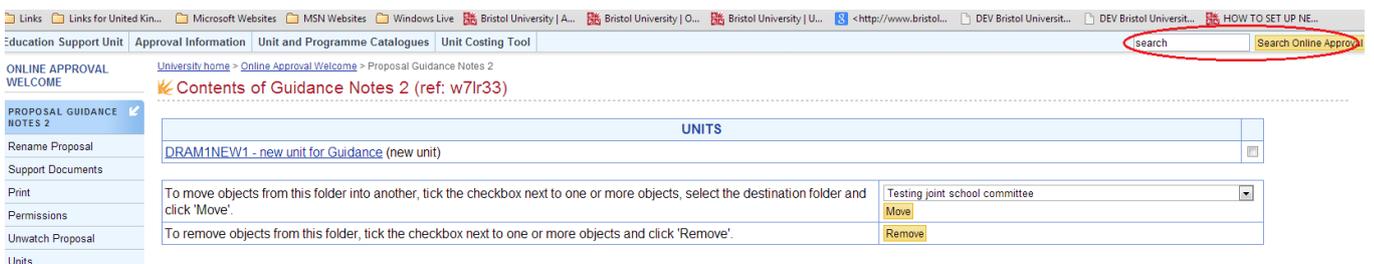
2. Name your proposal and press save.



Your proposal name should be something clear and relevant. You may find it useful use the wording 'KIS data' within the proposal title so that you can easily refer back to it in future.

STEP 2: Opening the existing unit

The quickest way to find units, especially when you have a long list of units that need KIS data to be entered to work through, is by entering the unit code into the search bar of the Tool. This method will open the unit you are looking for directly.



Another way to search for units is to drill down by faculty and school.

Education Support Unit | Approval Information | Unit and Programme Catalogues | Unit Costing Tool

ONLINE APPROVAL WELCOME

PROPOSAL GUIDANCE NOTES 2

- Rename Proposal
- Support Documents
- Print
- Permissions
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- Units**
 - by Faculty
 - A-Z list
 - Create New Unit
- Programmes
 - by Faculty
 - A-Z list

University home > Online Approval Welcome > Proposal Guidance Notes 2

Contents of Guidance Notes 2 (ref: w7lr33)

UNITS

[DRAM1NEW1 - new unit for Guidance](#) (new unit)

To move objects from this folder into another, tick the checkbox next to one or more objects, select the destination folder and click 'Move'.

To remove objects from this folder, tick the checkbox next to one or more objects and click 'Remove'.

Once you have selected your Department / School you will be presented with a list of units in alphabetical order by unit title.

If you prefer you can view your units by level - please select the required level tab across the top of the page. Once you have found the unit you wish to edit, click on the unit code or title and you will be taken to the unit specification screen.

STEP3: Entering data into the KIS fields

Once you have the unit you want to edit on screen, you need to open it for edit. You cannot make edits to the current year, you need to edit next academic year and this is done by clicking 'edit next academic year' on the left hand menu:

Education Support Unit	Approval Information	Unit and Programme Catalogues	Unit Costing Tool
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[University home](#) > [Online Approval Welcome](#) > [Guidance Notes 2](#) > [Units](#) > [A-Z list](#) > [ACCG30016](#) > Details

Specification for ACCG30016

Unit Title	Advanced Management Account
Credit Points	20
Level of Study	Level H/6
School or Department	Economics, Finance and Manag
Faculty	Faculty of Social Sciences and L

Details for Academic Period 2008/09-Onwards

Unit Director	Sophie Billings Change Unit Director
Is Open	No
Is Running	No
Description	The unit concentrates on the most topical issues of the past twenty years: activity-based techn engineering and the balanced scorecard. Some of these techniques were designed to meet p accounting-based measures such as return-on-investment and a key part of the course is to c
Pre-requisites	Management Accounting (ACCG20011)
Co-	..

ACCG30016 ↙

Details

Included in Proposals

Taught on Programmes

Approval Form

All Versions

Revision History

Print

Edit Next Academic Year

Replace Unit

Withdraw Unit

PROPOSAL GUIDANCE NOTES 2 ↙

Rename Proposal

Support Documents

Print

Permissions

Units

→ by Faculty

ONLINE APPROVAL WELCOME

The data you need to enter is located at the bottom of the screen, scroll down the page until you see the KIS data fields. There are two sections that need to be completed; a) Methods of Assessment data and b) Methods of Teaching and Student Input data.

a) KIS Methods of Assessment Data

Key Information Set (KIS) - Data required by HEFCE for KIS purposes (NOT PUBLISHED IN UNIT CATALOGUE)				
Methods of Assessment	Summative Assessment Detail		KIS Assessment Type	Weighting
	Written		Written (Exam)	45
	Practical		Practical	25
	Coursework		Coursework	30
	Update Summative Assessment Details <i>This will take you to a separate screen</i>			
	Total Summative Assessment			Percentage
	Written			45.00%
	Coursework			30.00%
	Practical			25.00%
Grand Total			100.00%	

Click on 'update summative assessment details'. This will take you to another screen:

Methods of Assessment for 2014/15 — Onwards

Assessment Detail (Summative only) <i>Please ensure title is self-explanatory and include word lengths and length of any exams e.g. "Essay (3000 words)", "Exam (3 hour)".</i>	KIS Assessment Type <i>See help text.</i>	Weighting (%) <i>Must add up to 100%.</i>	Delete <i>Check box and press update or save</i>
Exam	Written (Exam)	40	<input type="checkbox"/>
Presentation	Practical	20	<input type="checkbox"/>
Essay	Coursework	15	<input type="checkbox"/>
Lab Report	Coursework	15	<input type="checkbox"/>
Lab Techniques	Practical	10	<input type="checkbox"/>
		100.00%	
Add Assessment Detail			
show help			

[Save](#) [Cancel](#) [Update](#)

Press 'Save' to record your entries

- Enter details of each summative assessment event.
- The assessment title should be entered in the 'assessment detail' column.
- Select the KIS assessment type, using the [AQPO guidance](#) for assistance
- Enter the weighting of the assessment. The total weighting for all assessments must come to 100%
- Click 'Save'

To remove assessments that are no longer running or that have been entered in error, select the 'delete' tab alongside the relevant assessment and then either click update or remove.

b) KIS Methods of Teaching and Student Input Data

Methods of Teaching & Student Input	KIS Categories		Number of Hours for unit	
	Lecture (S)			0
	Seminar (S)			66
	Tutorial (S)			1
	Project Supervision/ Supervised Time in Studio/Workshop (S)			0
	Demonstrations, Practical Classes & Workshops (S)			0
	Fieldwork & External Visits (S)			0
	Work based learning (P)			0
	Placement (P)			0
	Year Abroad (P)			0
	Guided Independent Study including assessment (I)			133
Totals		No.	%	
Scheduled (S)		67	33.50%	
Placement (P)		0	0.00%	
Independent (I)		133	66.50%	
Grand Total		200	100.00%	

[Edit](#)

To edit the details here you must click on 'edit' which is right at the bottom of the page, beneath the Methods of Teaching and Student Input KIS data box.

Methods of Teaching & Student Input	KIS Categories		Number of Hours for unit	
	<i>For detailed information on categories see Learning and Teaching Methods Glossary S=Scheduled, P=Placement, I=Independent</i>			
	Lecture (S)	<i>A presentation or talk on a particular topic</i>	0	<input type="text"/>
	Seminar (S)	<i>A discussion or classroom session focusing on a particular topic or project</i>	66	<input type="text"/>
	Tutorial (S)	<i>A meeting involving one-to-one or small group supervision, feedback or detailed discussion on a particular topic</i>	1	<input type="text"/>
	Project supervision / Supervised time in studio/ workshop (S)	<i>A meeting with a supervisor to discuss a particular piece of work or time in which students work independently but under supervision, in a specialist facility such as a studio or workshop</i>	0	<input type="text"/>
	Demonstrations, practical classes and workshops (S)	<i>Sessions involving the demonstration of a practical technique or skill or involving the development and practical application of a particular skill or technique.</i>	0	<input type="text"/>
	Fieldwork & External visits (S)	<i>Practical work conducted at an external site or a visit to a location outside of the usual learning spaces, to experience a particular environment, event, or exhibition relevant to the course of study.</i>	0	<input type="text"/>
	Work based learning (S)	<i>Structured learning that takes place in the workplace.</i>	0	<input type="text"/>
	Placements (P)	<i>Learning away from the institution that is neither a year abroad nor work based learning.</i>	0	<input type="text"/>
	Year Abroad (P)	<i>Any study that occurs overseas.</i>	0	<input type="text"/>
	Guided Independent Study (I)	<i>(automatically worked out based on 10 hours total student input per credit point)</i>		133

[show help](#)

[Save](#) [Cancel](#)

Press 'Save' to record your entries

This opens up the edit screen and allows you to enter and edit text in the KIS data fields.

- Enter the hours spent in each of the KIS categories, using the [AQPO Guidance](#)
- The Tool will work out the remaining hours and automatically assign these to Guided Independent Study, ensuring that the correct number of hours (10 per unit credit point) is in the 'total hours' field
- Click 'save'

STEP 4: Editing more units as part of the same proposal

If you have more units to enter KIS data for, follow steps 2-4 as detailed above.

STEP 5: Submitting your proposal

- Once you are happy with the changes you've made to your unit(s), click on the link to 'Submit Proposal'.

The screenshot shows a web interface for managing proposals. On the left is a navigation menu with sections: 'PROPOSAL GUIDANCE - NEW UNIT' (containing links like 'Rename Proposal', 'Print', 'Units', 'Programmes', and 'Submit Proposal' which is circled in red), and 'PROPOSALS' (containing 'Create New Proposal' and 'My Proposals'). The main content area is titled '2013/14-Onwards' and 'Details for Academic Period 2013/14-Onwards'. It displays a list of unit details with the following items: Unit Director, Is Open, Is Running, Description, Pre-requisites, Co-requisites, Assessment Details, Reading and References, and Intended Learning Outcomes.

- Click on 'submit proposal' when the following screen appears

Validate and Submit Proposal Guidance - Editing Programmes

Error/Warning	Description
No Errors Found	

Submit Proposal

Your proposal containing only KIS data updates will not require approval. The data that you have entered does not appear in the publicly available catalogue, but is used in the KIS module in SITS which calculates the submission to HEFCE.

Help and queries

If you have any technical difficulties, please email approval-help@bris.ac.uk