

These guidance notes explain:

- 1 The level of approval required for changes to units
- 2 How to update your unit information

SECTION 1: Levels of Approval Required for Changes to Units

You are able to update the following unit information in a 'Unit Updating proposal' and the UPMS will NOT request approval:

1. Indicate which units will not run in a future academic year
2. 'Reinstate' any units that have previously run for a future academic year
3. Update the following fields:
 - Unit Director
 - Description
 - Pre-requisites
 - Co-requisites
 - Reading and References
 - Teaching Block

Changes to ANY of the other fields; assessment methods, intended learning outcomes, and teaching methods, will require approval and a standard proposal folder will need to be used.

New in the Unit & Programme Management System:

You are now able to edit unit information that does not require approval as defined above within a **Unit Updating proposal**. The information fields that do require formal approval (assessment, learning outcomes and teaching methods) are not editable within this proposal type. You will need to put changes to this information through under a separate, standard proposal.

Please note:

- **You only need to update units if they are changing. If you do nothing the unit will roll forward to the next academic year with the same availability, e.g. if the unit was not running in 14/15 it will stay as not running in 15/16 unless the availability is changed.**
- **The deadline for initial updating of the Unit Catalogue is currently the end of week 19 (as stated in the [Annual Student Administrative Cycle](#)). Further editing can be carried out in the UPMS up until the system closes, usually at the end of June each year.**

SECTION 2: How to Update your Unit Information Using the UPMS

There are 7 steps to updating your units:

STEP 1: Logging in to the site

STEP 2: Setting up a new 'Unit Updating Proposal'

STEP 3: Selecting units

STEP 4: Editing your units

STEP 5: Selecting other units for updating

STEP 6: Making changes to your units that require approval

STEP 7: Submitting your proposal

STEP 1: Logging in to the site To access the web screens, please go to <https://www.bris.ac.uk/esu/approvalprocess>

The screenshot shows the UPMS website interface. At the top, there is a blue header with the University of Bristol logo on the left and 'Unit and Programme Management System' in the center. To the right of the header, there are logos for 'discovery learning' and 'enterprise'. Below the header, there is a navigation bar with tabs for 'Academic Quality and Partnerships Office', 'Approval Information', 'Unit and Programme Catalogues', 'Guidance Notes', and 'FAQ'. A search box is also present. The main content area is titled 'UPMS WELCOME' and includes a 'Unit and Programme Management System' heading. A left-hand navigation menu is visible, with 'Login' circled in red. The main content area contains a 'Unit and Programme Management System' heading and a 'Login' link also circled in red. The footer contains contact information and a copyright notice.

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

STEP 2: Setting up a new Unit Updating proposal

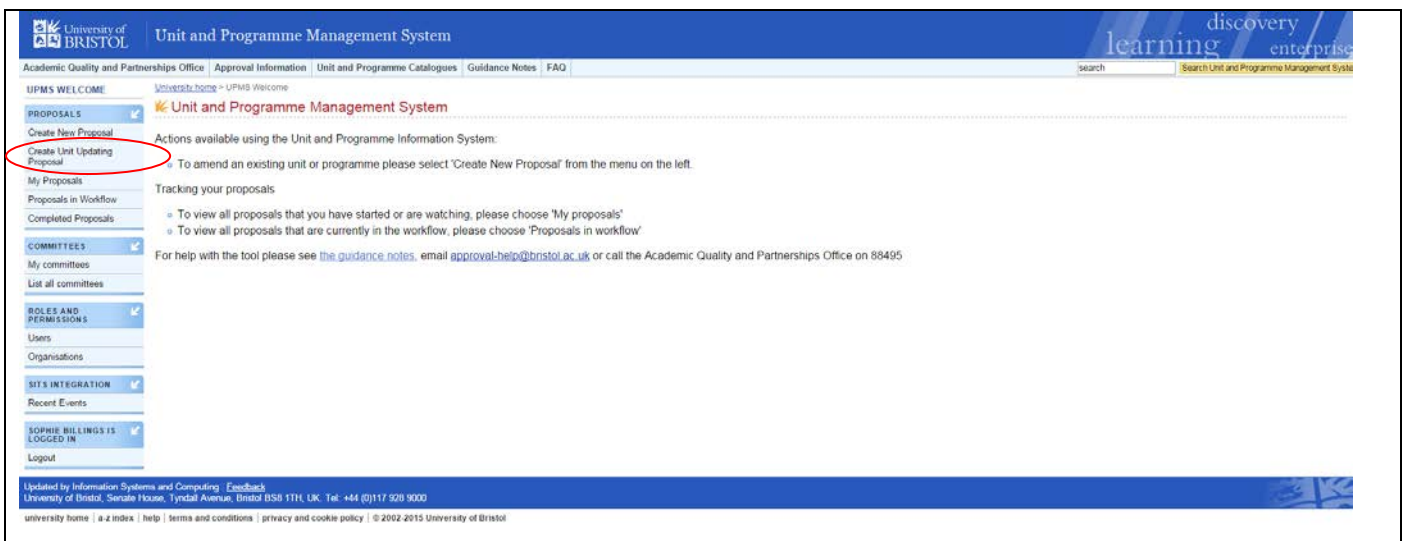
The first thing you need to do is set up a new 'Unit Updating proposal'. You can either:

- a) Set up one proposal for all unit updates which you only submit once all updates are complete, or
- b) Set up different proposals depending on when updating is taking place, or if you are managing a large number of units across different subjects.

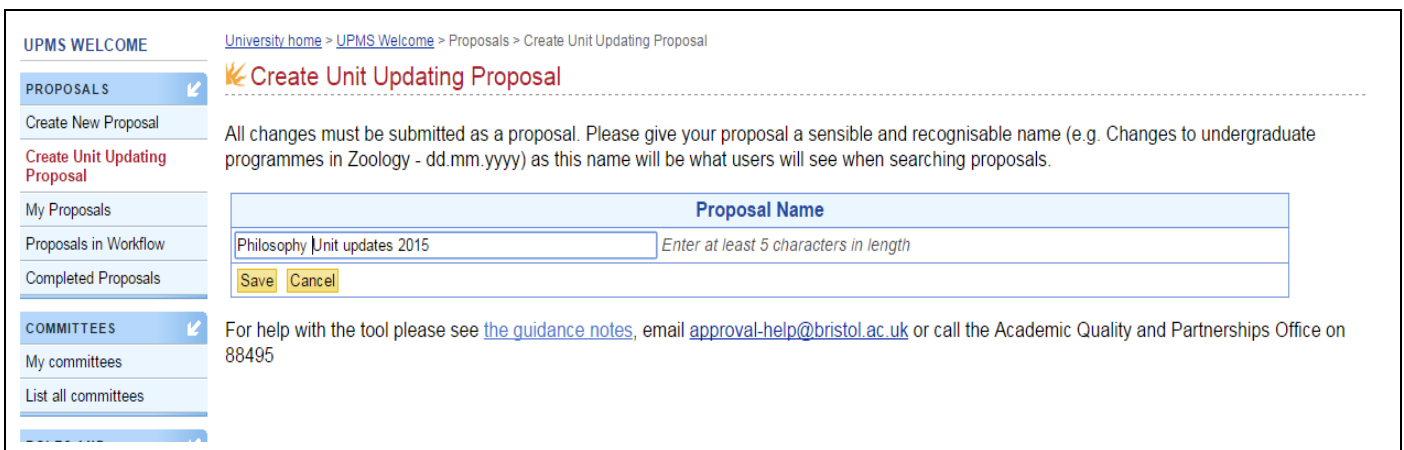
We recommend that you set up separate proposals if you are making changes to a number of units where some changes will require approval and some changes won't. This is so that you can submit the changes that don't require approval immediately.

You may also want to set up different proposals if you are editing a large number of units across different subject areas.

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



2. Name your proposal and press save.



STEP 3: Selecting units

The quickest way to find units, especially when you have a long list of updates to work through, is by entering the unit code into the search bar of the UPMS. This method will open the unit you are looking for directly.

The screenshot shows the UPMS interface. At the top, there is a navigation bar with tabs: Academic Quality and Partnerships Office, Approval Information, Unit and Programme Catalogues, Guidance Notes, and FAQ. A search bar is located in the top right corner, containing the text 'search' and a button labeled 'Search Unit and Programme Management System'. Below the navigation bar, the main content area is titled 'UPMS WELCOME' and 'PROPOSAL PHILOSOPHY UNIT UPDATES 2015'. The main heading is 'UNIT UPDATING Contents of Philosophy Unit updates 2015 (ref: w7lcf) (Faculty change)'. The main text states: 'There is currently nothing in the proposal 'Philosophy Unit updates 2015''. Below this, there is a section for 'Unit Updating Proposals' which can be used to update the following unit information for a future academic year, and will not require approval by the school and faculty committees:

- Unit Director
- Open unit status
- Description
- Pre-requisites
- Co-requisites
- Reading and References
- Teaching Block

Below the list, there is a section for 'Programmes' with a note: 'If you want to edit unit assessment, intended learning outcomes or teaching information, or for any programme level changes, you will need to select 'Create New Proposal''. At the bottom, there is a note: 'Please see the Guidance on [Unit Updating](#) or contact the Academic Quality and Partnerships Office by email approval-help@bristol.ac.uk or call the Academic Quality and Partnerships Office on 88495.'

Red circles highlight the search bar and the 'Units' section in the left-hand navigation menu, which includes options for 'by Faculty' and 'A-Z list'. A red arrow points from the 'A-Z list' option to the text below.

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

Once you have selected your Department / School you will be presented with a list of units (in alphabetical order by unit title) that are currently 'in use'. This means that the units listed may not be running in the current academic year but are available to 'reinstate' for a future academic year.

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.

Please note: You only need to update units if they are changing. If you do nothing a unit will automatically be rolled over in to future academic years in the [Unit Catalogue](#).

The information that automatically displays is the current version of this unit. If the unit details haven't changed for a number of years it will state a previous year (e.g. 2011/12) and then onwards. This means that the unit information has been the same for 2011/12, 2012/13, 2013/14 and 2014/15.

Guidance on Updating a Unit using the Unit & Programme Management System (UPMS)

You now need to select 'Edit Next Academic Year' in the left hand navigation bar:

Academic Quality and Partnerships Office | Approval Information | Unit and Programme Catalogues | Guidance Notes | FAQ |

UPMS WELCOME | [University home](#) | [UPMS Welcome](#) | [Philosophy Unit updates 2015](#) | [Units](#) | [Faculty of Arts](#) | [Department of Philosophy](#) | [PHIL20010](#) | [Details](#)

PHIL20010 Specification for PHIL20010

Unit Title	Philosophy of Mind
Credit Points	20
Level of Study	Level I/5
School or Department	Philosophy
Faculty	Faculty of Arts

[Details](#) | [Included in Proposals](#) | [Taught on Programmes](#) | [All Versions](#) | [Revision History](#) | [Print](#) | [Edit Next Academic Year](#)

[PROPOSAL: PHILOSOPHY UNIT UPDATES 2015](#) | [Rename Proposal](#) | [Supporting Details](#) | [Print](#) | [Permissions](#) | [Delete Proposal](#) | [Units](#) | [Programmes](#) | [Shared Structures](#)

[+ by Faculty](#) | [+ A-Z list](#) | [+ by Faculty](#) | [+ A-Z list](#)

[2007/08-2010/11](#) | [2011/12](#) | [2012/13](#) | [2013/14-Onwards](#)

Details for Academic Period 2013/14-Onwards

Please note: the following information will be displayed in the publicly available unit catalogue

Unit Director	Michelle Montague
Is Open	No
Is Running	Yes
Description including Unit Aims	<p>The unit is concerned with the nature of mind and its relation to the natural physical world. It divides into roughly two parts, the first dealing with metaphysical issues, the second epistemological ones. The metaphysical part deals with the question of the relation between a person's mind and his/her body and its states. In the epistemological part of the unit, we examine how a person knows about his/her own mind, and how he/she can know about the minds of others.</p> <p>Aims:</p> <p>The aim of this course is to address a group of closely related questions: Is the mind identical to the brain? What are phenomenal properties? Are they reducible to the entities postulated by current science? How does the mind represent the world?</p>
Pre-requisites	PHIL 10004 Introduction to Philosophy A PHIL 10006 Introduction to Philosophy B

STEP 4: Editing your unit

REMEMBER: you can only update the following fields without requiring some level of formal approval and these will be the only fields open to edit with a Unit Updating proposal folder:

- Unit Director
- Description
- Pre-requisites
- Co-requisites
- Reading and References
- Teaching Block

After clicking on 'edit next academic year' the unit information for the next academic year onwards will appear as a separate tab (e.g. 2015/16 onwards). The fields that you are able to edit without requiring approval will be opened for edit.

You will not be able to edit the assessment, unit learning outcomes or the teaching methods fields within a Unit Updating Proposal, as changes to this information requires approval by the school and faculty committee. Please see Step 6 below for details of how to update these sections.

a. Editing unit director

After selecting 'Edit Next Academic Year' select 'Update Director for 15/16'. Enter the surname or the username of the new Unit Director and click on 'search'. Click on 'Select' next the name of the correct person.

Please note: If a large number of people have the same surname you may need to select 'next page' at the bottom of the list.

Once you have completed any relevant updates please click 'save'. You will then be taken back to the unit details screen where you will see that your changes appear in the tab '2015/16 onwards'

If you need to change the Unit Director again select 'Change Unit Director' and follow same process.

b. Editing Teaching Block information (including making a unit unavailable)

Select the 'Edit' button and update the teaching block information by either:

- Changing the teaching block (e.g. from TB1 to TB2) by unchecking TB1 and checking TB2 (*the unit will remain in the unit catalogue with updated info*);
- Removing all checks against teaching blocks, which makes the unit unavailable from the given academic year onwards (*the unit will not appear in the unit catalogue from that year onwards*);
- Checking a teaching block where there were previously no checks, which makes a unit available from the given year onwards (*the unit **will** appear in the unit catalogue from that year onwards*);

Please note: Unavailable units will not appear in the unit catalogue (for the relevant year) and will also not appear in programme structures in the programme catalogue for that year.

c. Editing all other fields

Select the 'Edit' button and enter your new information into the fields that are available to edit. Once you have completed any relevant updates please click 'save'. You will then be taken back to the unit details screen where you will see that your changes appear in the tab '2015/16 onwards'. If you need to make further changes click on the 'Edit' link at the bottom of the unit information.

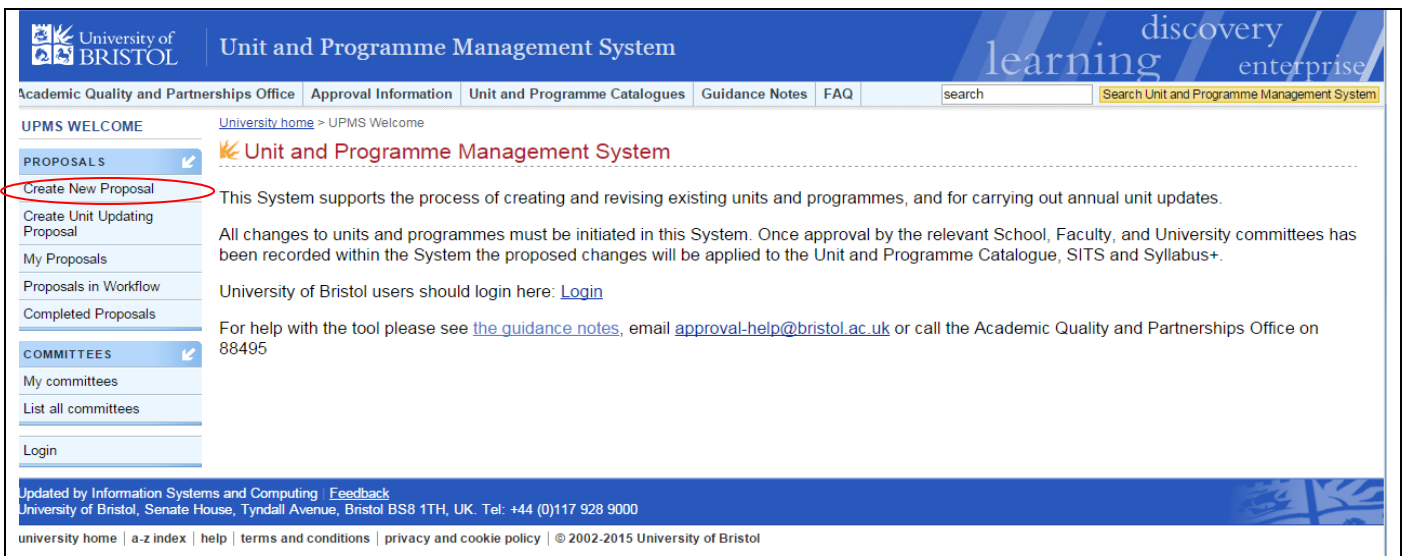
Guidance on Updating a Unit using the Unit & Programme Management System (UPMS)

STEP 5: Selecting other units for updating

Repeat steps 3 and 4 above for any other relevant units. You can do this whilst still in the same proposal, or you can create a new proposal, for example, if you were going to edit a unit in a different subject area.

STEP 6: Making changes that require approval

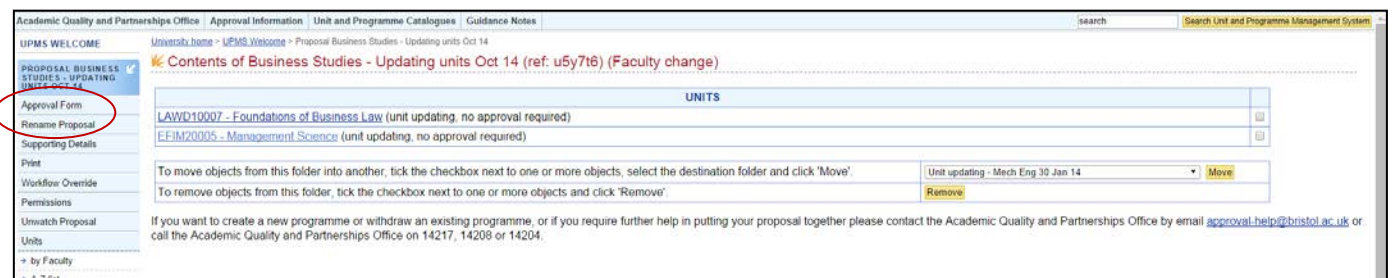
If you need to make updates to unit information other than the fields listed in [STEP 4](#), the editing process is exactly the same but you will need to open a standard proposal folder. You need to select 'create new proposal':



The screenshot shows the UPMS homepage. The navigation menu on the left includes 'PROPOSALS' and 'COMMITTEES'. Under 'PROPOSALS', the 'Create New Proposal' link is circled in red. The main content area displays the 'Unit and Programme Management System' title and a welcome message. A search bar is located at the top right.

Within this folder type you will be able to edit any of the unit fields. If you edit the assessment, intended learning outcomes or teaching methods you will be required to complete 'approval' information to explain the changes required.

Navigate to the approval form using the left hand menu as pictured below.



The screenshot shows the 'Approval Form' page. The left-hand menu has 'Approval Form' circled in red. The main content area displays a table of units for updating, including 'LAWD10007 - Foundations of Business Law' and 'EFIM20005 - Management Science'. There are 'Move' and 'Remove' buttons for each unit.

The approval information is simply the rationale for the changes to the unit/s (mandatory)

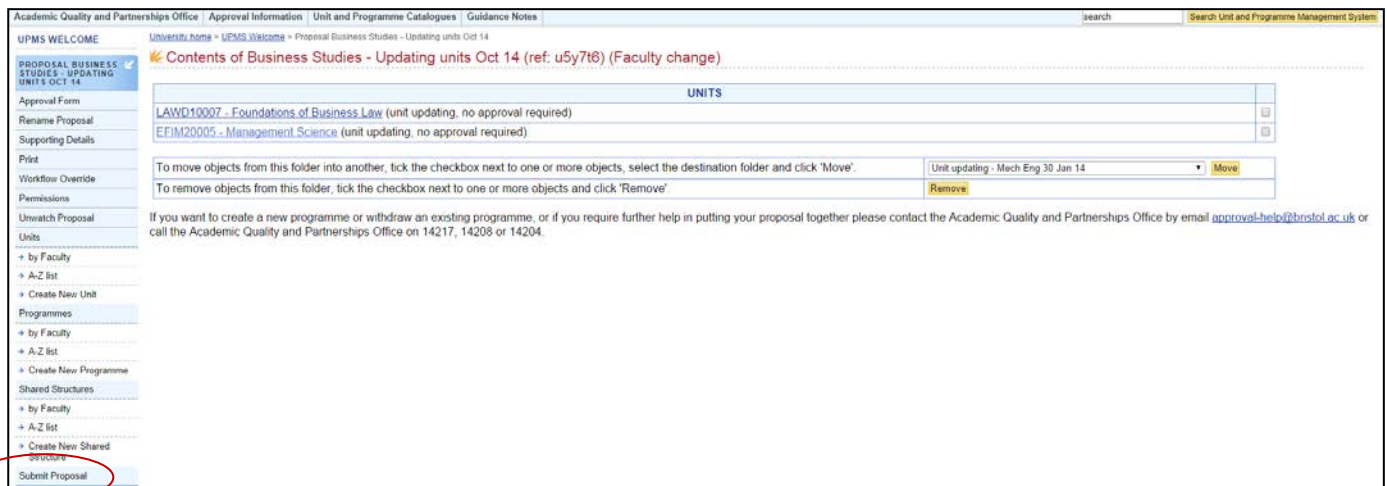
Select "Edit", and then 'Save' once you have completed all of the fields.

You can go back and edit this information at a later date. You do not need to complete all of the fields straightaway but they will all have to be completed before you submit your proposal.

Guidance on Updating a Unit using the Unit & Programme Management System (UPMS)

STEP 7: 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 the UPMS interface for updating units. The breadcrumb trail is: University home > UPMS Welcome > Proposal Business Studies - Updating units Oct 14. The main heading is "Contents of Business Studies - Updating units Oct 14 (ref: u5y7t6) (Faculty change)". Below this, there is a table of units:

UNITS	
LAWD10007 - Foundations of Business Law (unit updating, no approval required)	<input type="checkbox"/>
EFIM20005 - Management Science (unit updating, no approval required)	<input type="checkbox"/>

Below the table, there are instructions for moving and removing objects. A "Move" button is visible next to the first unit. At the bottom left of the interface, the "Submit Proposal" button is circled in red.

...and you should then hopefully see a screen telling you that no errors have been found. If you do get an error or a warning, there will be a link in the Description field to take you to the part of your proposal that requires completion.



The screenshot shows the "Validate and Submit Proposal Business Studies - Updating units Oct 14" screen. It features a table with two columns: "Error/Warning" and "Description". The table contains one row with the text "No Errors Found" in the "Error/Warning" column.

If you have made changes that require approval then you will be taken to a new screen called that displays the approval workflow details. You can see that the proposal has been successfully submitted and the approval form completed and this is now awaiting approval and authorisations at School level.

For further information on the workflow process please see the guidance notes on the [UPMS home page](#) on committee structures.

Once approved, the changes will then be applied directly to the [Unit and Programme Catalogues](#) for the relevant academic year.

SECTION 3 – Further information

Permissions

Any proposal that you create will only be visible to yourself and a user with the programme editor role, unless you give another user access. You can do this by setting up 'Permissions'.

Once you have created your proposal, you should see a link in the left hand navigation to 'Permissions'.

When you click on this you will be able to search for a colleague by surname or username and then select to give them permission to access your proposal. That user will then be able to add, edit or remove units from that proposal.

Hints and Tips for Navigating the UPMS: My Proposals

Lost your proposal? When you next login, go to My Proposals from the home page and you can search for your proposal by a name, reference, faculty, and so on.

Workflow Details

A quick way to view where your proposal has got to in the approval process is in the Workflow Details in your proposal. This will be a diagram displaying each step through the approval process. Here you will be able to see where your change has been approved, if it's awaiting approval and if it your changes have been successfully applied to the Unit and Programme Catalogues and SITS.

Inactivity

Please note: The system will automatically log you out if you remain inactive for more than half an hour so please ensure that you save changes as you make them.

Getting Help

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