
Guidance on Editing a Unit in the Unit & Programme Management System (UPMS)

You are able to update the following unit information without obtaining formal approval:

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

Updating this information is usually done as part of the Annual Unit Updates process. Please see the [Guidance on Updating a Unit](#).

Changes to ANY of the other fields on the unit form, for example, assessment methods, will require formal approval by the school and faculty committees.

How to edit unit information

There are 7 steps to changing unit information:

[STEP 1: Logging in to the system](#)

[STEP 2: Setting up a new proposal or annual unit updates folder](#)

[STEP 3: Selecting units](#)

[STEP 4: Editing units](#)

[STEP 5: Selecting other units for updating](#)

[STEP 6: Making changes to units that require approval](#)

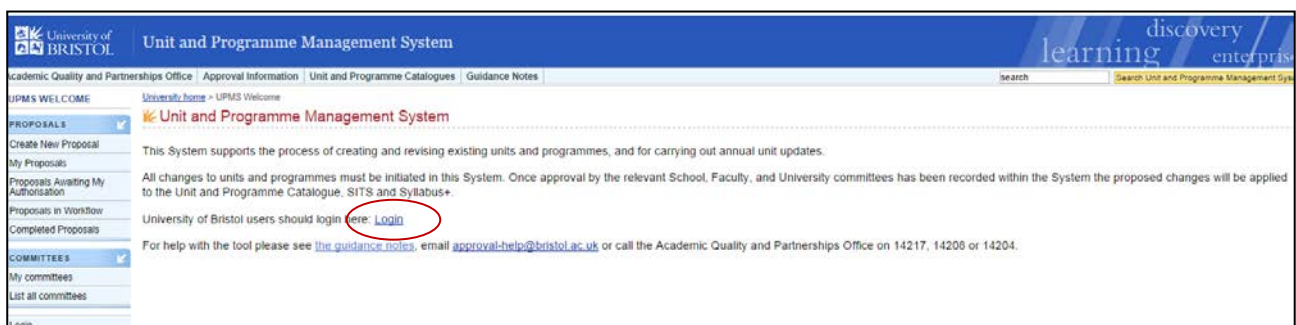
[STEP 7: Submitting your proposal](#)

[Hints and Tips for Navigating the System:](#)

STEP 1: Logging in to the system

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 or centre of the page. Please enter your University of Bristol username and password.

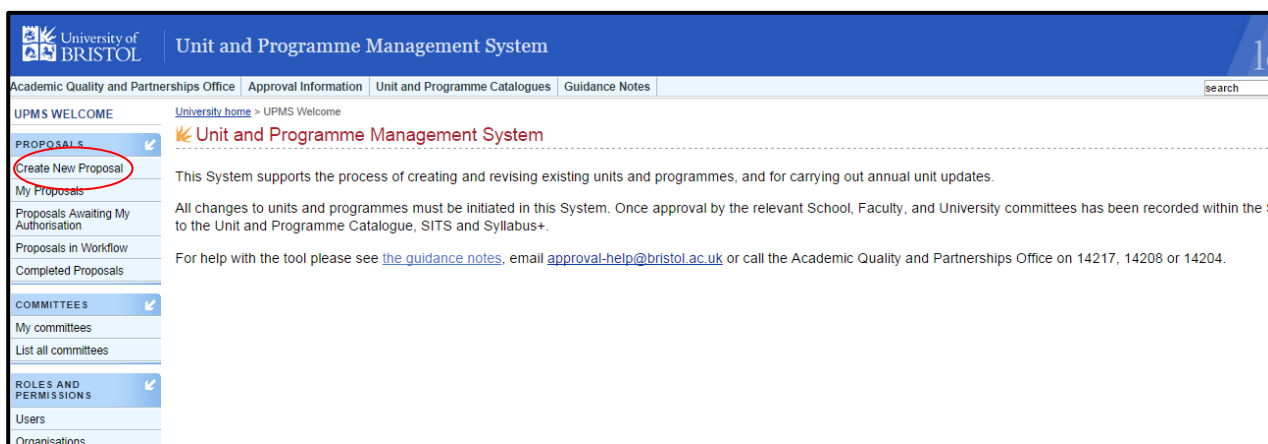


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STEP 2: Setting up a new proposal

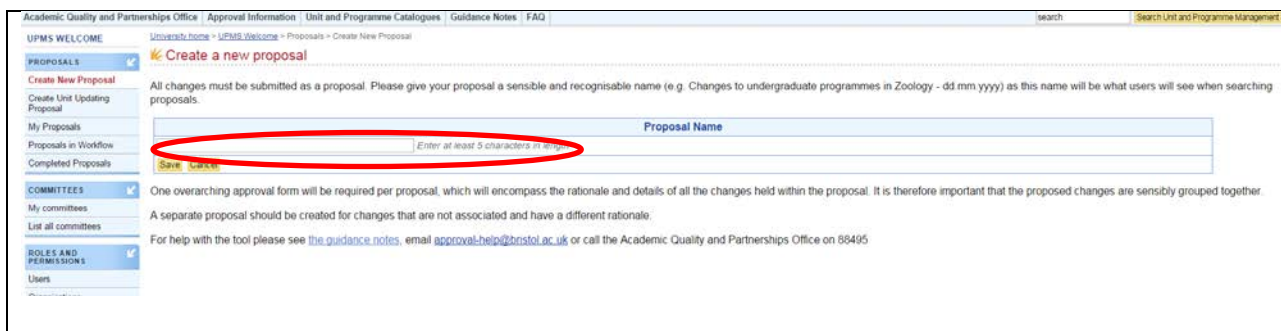
The first thing you need to do is set up a new proposal.

If you are changing unit information that requires approval (assessment, teaching methods, and learning outcomes) you will need to select the option to **'Create new proposal'** from the menu on the left-hand side of the screen. The 'create unit updating proposal' option will only allow you to edit the information that does not require approval, as described above.



Name your proposal and press save.

Your proposal name can be anything you want, though please bear in mind that this will be the name as it goes through the committee structures so should be something clear and relevant.

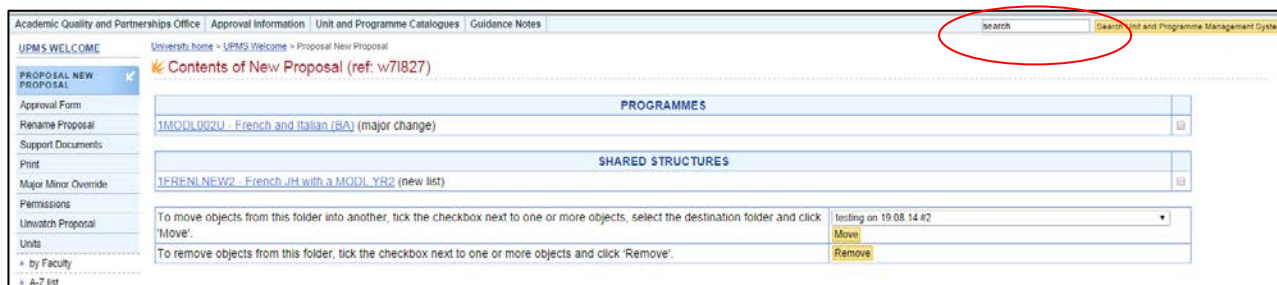


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STEP 3: Selecting units

In the proposal it is important to **keep the units that are being edited as part of the annual unit updates process separate**, as outlined in section 1 above. If you include these changes here they will get caught up in the approval process and this could lead to delays in unit availability being written into SITS and Syllabus +.

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 System.



Another way to search for units is to drill down by faculty and school using the a-z lists from the menu on the left-hand side of the screen.

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

The 'Y' on the far right column indicates whether units are running or not in the year that is in view. Scroll across to view future and past academic years by using the arrows provided.

A screenshot of the 'Unit Catalogue 2015/16' page. At the top, there is a navigation bar with tabs for 'Academic Year', 'Level C/4', 'Level I/5', 'Level H/6', 'Level M/7', 'Open Units', 'Withdrawn Units', and 'All Units'. Below the tabs, there is a table of units. The table has columns for 'Unit Code', 'Unit Name', 'Credit Points', 'Open Unit Status', and 'Running'. The 'Running' column contains 'Y' for units that are running and 'Not Open' for units that are not running. Arrows point from the text above to the 'Academic Year' tab and the 'Running' column.

Unit Code	Unit Name	Credit Points	Open Unit Status	Running
CENGM3400	Water Supply and Sanitation in Developing Countries	10	Not Open	Y
CENGM2010	Advanced Civil Engineering	30	Not Open	
CENGM0001	Advanced Systems	10	Not Open	Y
CENGM32800	Civil Engineering 3	20	Not Open	
CENGM32900	Civil Engineering 3	30	Not Open	Y
CENGM32910	Civil Engineering Design 4	10	Not Open	

You can view units by level - please select the required level tab across the top of the page. There is also a separate tab for withdrawn units. Note that as soon as a unit is withdrawn it will appear in the withdrawn unit tab regardless of the academic year you are viewing.

If you are unable to find a unit, try using the 'all units' tab. Alternatively you can put the name of the unit into the search bar on the top right corner.

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 that 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. 2012/13) and then onwards. This means that the unit information has been the same from 2012/13 until the current academic year.

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Now select 'Edit Next Academic Year' in the left hand navigation bar and this will take you into the edit screen.

The screenshot displays the UPMS interface for editing a unit. The left-hand navigation bar contains several options, with 'Edit Next Academic Year' circled in red. The main content area shows the unit details for 'Fundamentals of the Built Environment 4' (Unit Title) with 10 credit points (Credit Points) at Level M/7 (Level of Study) in the Engineering Faculty Office (School or Department) and Faculty of Engineering (Faculty). Below this, there are tabs for academic periods: 2007/08, 2008/09-2009/10, and 2010/11-Onwards. The '2010/11-Onwards' tab is selected, showing details for the academic period 2010/11-Onwards. A note states: 'Please note: the following information will be displayed in the publicly available unit catalogue'. The main content area is divided into several sections: Unit Director (Michael Tierney, Change Unit Director), Is Open (No), Is Running (No), Description including Unit Aims (This unit will help you understand the need for 'team-working specialists' in Building Services. You will be introduced to the principles of sustainability and energy management in buildings, and the relationships between different specialists. You will understand how this impacts on human comfort. You will be introduced to Systems Engineering and Advanced Heat Transfer as applied to Building Services.), Pre-requisites (None), Co-requisites (None), Intended Learning Outcomes, Assessment Information, Teaching Information, Reading and References, and Teaching Block.

Unit Title	Fundamentals of the Built Environment 4
Credit Points	10
Level of Study	Level M/7
School or Department	Engineering Faculty Office
Faculty	Faculty of Engineering

2007/08	2008/09-2009/10	2010/11-Onwards
Details for Academic Period 2010/11-Onwards		
Please note: the following information will be displayed in the publicly available unit catalogue		
Unit Director	Michael Tierney Change Unit Director	
Is Open	No	
Is Running	No	
Description including Unit Aims	This unit will help you understand the need for 'team-working specialists' in Building Services. You will be introduced to the principles of sustainability and energy management in buildings, and the relationships between different specialists. You will understand how this impacts on human comfort. You will be introduced to Systems Engineering and Advanced Heat Transfer as applied to Building Services.	
Pre-requisites	None	
Co-requisites	None	
Intended Learning Outcomes		
Assessment Information		
Teaching Information		
Reading and References		
Teaching Block		

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STEP 4: Editing units

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). You can now update any relevant sections.

1. Editing unit director

After selecting 'Edit Next Academic Year' select 'Update Director for [next academic year, e.g. 15/16]'. Enter the surname or the username of the new unit director and click on 'search'. Click on 'Select' next to 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 have appeared in the relevant year.

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

2. 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 to make 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.

3. Editing all other fields

Select the 'Edit' button and enter new information directly into the fields. 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 under the relevant academic year. If you need to make further changes click on the 'Edit' link at the bottom of the unit information.

4. Editing KIS data fields

There are two KIS data areas which can be edited. It is expected that these fields will only be changed if the teaching and assessment information fields have also been changed.

- a) Methods of Teaching – if the methods of teaching for a unit have changed the number of hours against each KIS category may also have changed. By editing the unit information you can update the number of hours for each category (see <https://www.bristol.ac.uk/academic-quality/approve/onlineapprovaltool/> for further information).

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- b) Methods of Assessment – if the assessment for a unit has changed select 'Update Summative Assessment Details' takes you to a screen where each summative assessment type can be edited. The Assessment Detail should be self-explanatory (e.g. Exam – 2 hours) and each assessment detail must have a weighting, the total of which should always add up to 100%. Further guidance on which KIS assessment type to choose can be found at: <https://www.bristol.ac.uk/academic-quality/approve/onlineapprovaltool/>

Methods of Teaching & Student Input	KIS Categories <i>For detailed information on categories see Learning and Teaching Methods Glossary S-Scheduled, P-Placement, I-Independent</i>	Number of Hours for unit
	Lecture (S) <i>A presentation or talk on a particular topic</i>	<input type="text" value="0"/>
	Seminar (S) <i>A discussion or classroom session focusing on a particular topic or project</i>	<input type="text" value="0"/>
	Tutorial (S) <i>A meeting involving one-to-one or small group supervision, feedback or detailed discussion on a particular topic</i>	<input type="text" value="0"/>
	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>	<input type="text" value="0"/>
	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>	<input type="text" value="0"/>
	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>	<input type="text" value="0"/>
	Work based learning (S) <i>Structured learning that takes place in the workplace.</i>	<input type="text" value="0"/>
	Placements (P) <i>Learning away from the institution that is neither a year abroad nor work based learning.</i>	<input type="text" value="0"/>
	Year Abroad (P) <i>Any study that occurs overseas.</i>	<input type="text" value="0"/>
	Guided Independent Study (I) <i>(automatically worked out based on 10 hours total student input per credit point)</i>	100

[show help](#)

Methods of Assessment for 2014/15 — Onwards

Assessment Detail (Summative only) <i>This will appear in the published unit catalogue - please ensure title is self-explanatory and include word lengths and length of any exams e.g. "Essay (2000 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>
<input type="text" value="Exam (2 hours)"/>	Written (Exam) ▾	<input type="text" value="50"/>	<input type="checkbox"/>
<input type="text" value="Coursework (1500 words)"/>	Written (Exam) ▾	<input type="text" value="50"/>	<input type="checkbox"/>
<input type="text" value=""/>	Written (Exam) ▾	<input type="text" value=""/>	<input type="checkbox"/>
		100.00%	
Add Assessment Detail			
show help			

[Save](#) [Cancel](#) [Update](#)
Press 'Save' to record your entries

For further information about KIS please see <https://www.bristol.ac.uk/academic-quality/approve/kis/>.

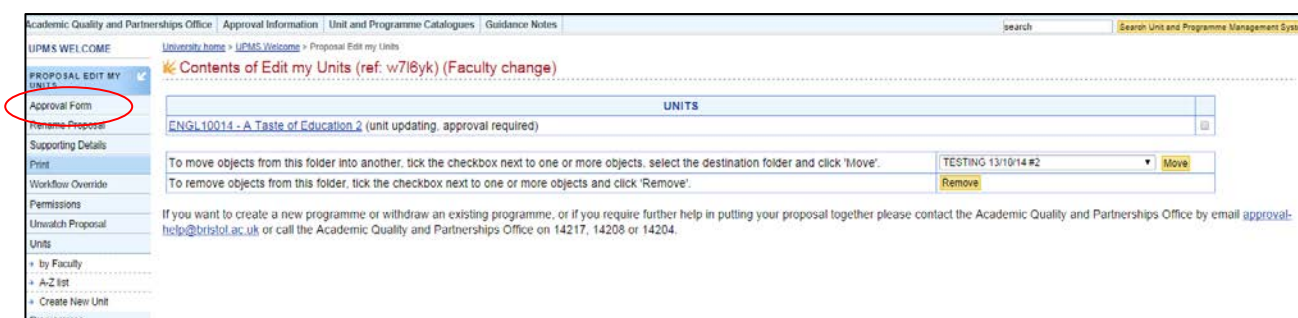
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STEP 5: Selecting other units

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. Remember to keep the units that are being updates as part of the Annual Unit Updates in separate proposals as described in section 1 above.

STEP 6: Completing approval information

For changes to unit information (other than to those fields listed at the beginning of this document), you will be required to complete 'approval' information to explain the changes required. The approval form is held at proposal level. Only one form needs to be completed per proposal which will capture the rationale and resource implications for each of the units in the proposal.



The approval information includes:

- Academic rationale for all changes in the proposal (mandatory)

Rationale	Units
<p>Academic Rationale</p> <ul style="list-style-type: none">o Please provide full details of the rationale for the proposed new, amended or withdrawn units, programmes or shared structures.o Please explain if the proposed changes have any implications for other programmes (e.g. associated joint honours programmes)o If proposing new or amended programmes, please expand on the rationale in the business case and include reference to why the proposal is desirable and timely. Please ensure that the timing of the change to the programme is clear. <p>Edit Details</p>	

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- Resource implications for changes to units (mandatory)
- Anticipated student numbers for each unit – this figure must be numeric (mandatory)

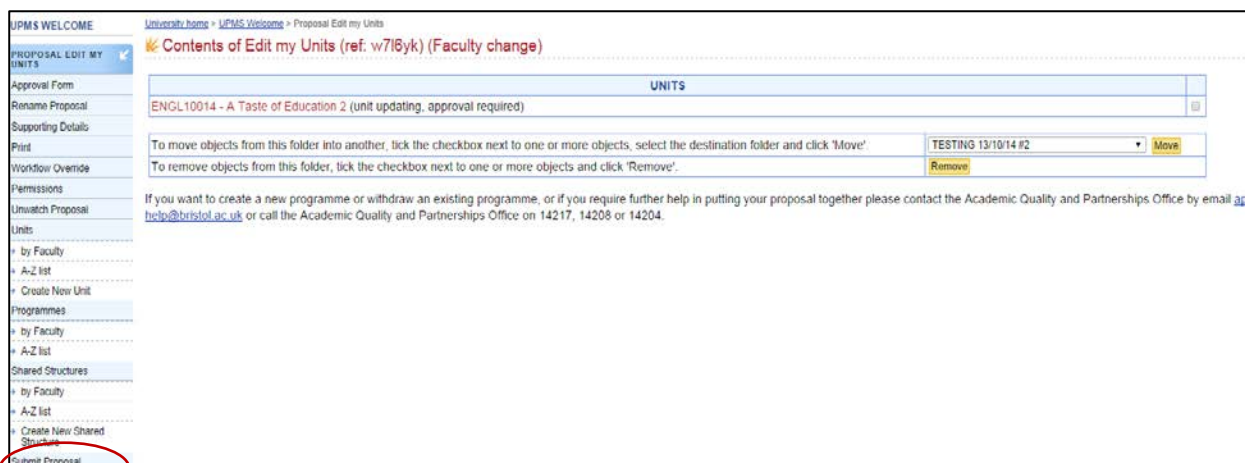
Rationale	Units
Units	
Resource Implications Please describe the impact of this proposal on existing resources and state whether any new resources are needed	
Student Numbers Please indicate the anticipated student numbers on new units/unit withdrawals, or the approximate student numbers on existing units.	
Edit Details	
Version 3	

Click onto 'edit details' at the bottom of each screen and click 'save' when you have completed the details.

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STEP 7: Submitting your proposal

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



...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.



Click 'Submit Proposal' and you will be taken to a new screen 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 at School level.

The screenshot shows the 'Contents of Proposal Edit my Units' page with a table displaying the approval workflow details. The table has columns for Stage, Start, End, and Detail.

Stage	Start	End	Detail
Submitted	17/10/14	17/10/14	SUCCESS
Check Approval Forms	17/10/14	17/10/14	Approval Forms Valid
School Committees	17/10/14		Awaiting approval from: School of Humanities - Teaching and Learning Committee
Faculty Committees			Arts Faculty - Undergraduate Studies Committee
Apply to the Catalogue			

For further information on the workflow process please see the [Guidance Notes on Committees and Workflow](#).

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

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Hints and Tips for Navigating the System:

Permissions

Any proposal that you create will only be visible to yourself, 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 your proposal. That user will then be able to add, edit or remove units from that proposal.

Navigating the System: 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 is 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