

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

These guidance notes explain how to withdraw a unit from the Unit Catalogue.

Please note that only users with a [Programme Editor role](#) will be able to withdraw units from the Unit Catalogue.

There are 7 steps to withdrawing a unit:

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

STEP 2: Selecting units

STEP 3: Withdrawing a unit

STEP 4: Removing units from your programme structures

STEP 5: Selecting other units to withdraw

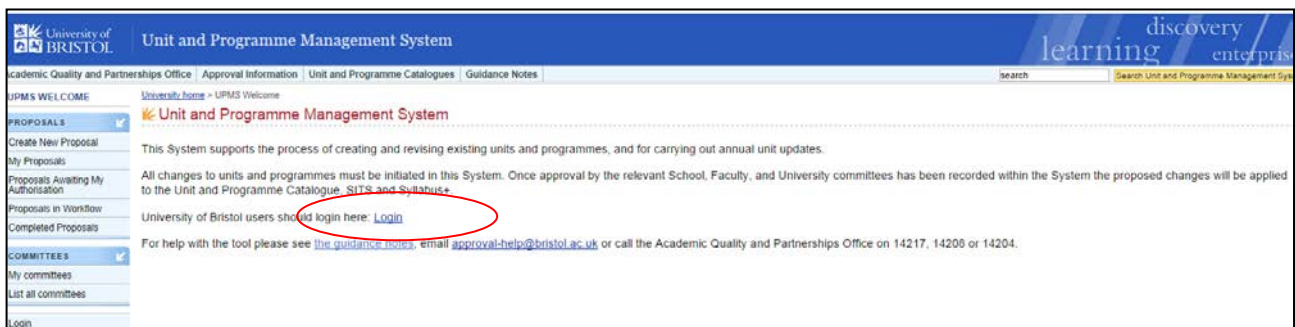
STEP 6: Completing approval information

STEP 7: Submitting your proposal

## STEP 1: Logging in to the site and selecting your units

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.



The first thing you need to do is set up a new proposal. You can manage proposal folders however you prefer. We recommend that if you are withdrawing a series of units from a number of related programmes that you manage these as part of one proposal. If you think of a proposal folder as the bundle of paperwork then you will need to include all the information required for that bundle of changes to be approved.

1. Click on **'Create New Proposal'** in left hand navigation bar. Note that you will not be able to withdraw a unit in a 'unit updating proposal'



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2. Name your proposal and press 'save'.

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

UPMS WELCOME [University home](#) > [UPMS Welcome](#) > [Proposals](#) > [Create New Proposal](#)

### Create a new proposal

All changes must be submitted as a proposal. Please give your proposal a sensible and recognisable name (e.g. Changes to undergraduate programmes in Zoology - dd.mm.yyyy) as this name will be what users will see when searching proposals.

Enter at least 5 characters in length

One overarching approval form will be required per proposal, which will encompass the rationale and details of all the changes held within the proposal. It is therefore important that the proposed changes are sensibly grouped together.

A separate proposal should be created for changes that are not associated and have a different rationale.

For help with the tool please see [the guidance notes](#), email [approval-help@bristol.ac.uk](mailto:approval-help@bristol.ac.uk) or call the Academic Quality and Partnerships Office on 88495

**PROPOSALS**

- Create New Proposal
- Create Unit Updating Proposal
- My Proposals
- Proposals in Workflow
- Completed Proposals

**COMMITTEES**

- My committees
- List all committees

**ROLES AND PERMISSIONS**

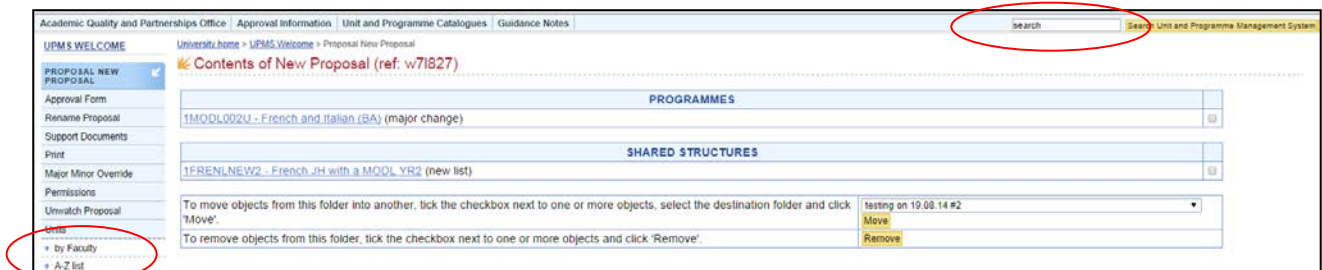
- Users

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 2: 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 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.

You can view your 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.

The screenshot shows the 'Unit Catalogue 2015/16' page. At the top, there are tabs for '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'.

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

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.

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### STEP 3: Withdrawing a unit

To withdraw a unit select 'withdraw unit' from the menu on the left of the screen.

This will take you to a screen that tells you which programmes the unit is currently attached to and asks you to select the first academic year for which the unit will no longer run.

The screenshot shows the 'Withdraw Unit' interface for 'Hogarth (Level C Special Topic)'. The breadcrumb trail at the top reads: 'University home > Online Approval Welcome > Guidance - Withdraw a Unit > Units > A-Z list > HART10212 > Withdraw Unit'. The unit name is displayed with a star icon. Below the unit name, it states: 'The unit is not listed as mandatory in any programmes.' and 'The unit is optional in the following programmes:'. Two programmes are listed: '1HART001U: History of Art (BA)' and '1HART011U: History of Art with Study Abroad (BA)'. A dropdown menu for 'Select the first academic year the unit will NO LONGER run:' is set to '2011/12'. A 'PLEASE NOTE' section explains that programmes will be automatically pulled into the proposal. There are two sections: 'Mandatory units' and 'Optional Units', both with explanatory text. At the bottom, there are 'Save' and 'Cancel' buttons, and a prompt: 'Press 'Save' to withdraw the unit.'

Select a year and hit "Save". The unit will now be marked as withdrawn when you view the unit specification screen, and any teaching blocks that were ticked will be de-selected.

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### STEP 4: Removing units from your programme structures

When you withdraw a unit the System will automatically pull all the programmes and shared structures that the unit is attached to in to your proposal folder:

🔍 Contents of Guidance - Withdraw a Unit		
<b>UNITS</b>		
<a href="#">HART10212 - Hogarth (Level C Special Topic) (withdrawal)</a>	<input type="checkbox"/>	
<b>PROGRAMMES</b>		
<a href="#">1HART001U - History of Art (BA) (minor change)</a>	<input type="checkbox"/>	
<a href="#">1HART011U - History of Art with Study Abroad (BA) (minor change)</a>	<input type="checkbox"/>	

You will need to edit the relevant versions of each programme/shared structure to remove the unit.

For guidance on how to edit programme structures please see the [guidance notes](#).

### STEP 5: Selecting other units to withdraw

Repeat steps 3 and 4 above for any other relevant units. You can do this whilst still in the same folder, or you can create a new proposal folder, for example, if you were going to edit a unit in a different subject area. If you are withdrawing a series of units from a group of programmes then we recommend that you edit these as part of the same proposal.

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## STEP 6: Completing approval information

Normally a straightforward unit withdrawal will only require School/Faculty approval, however if it is part of a larger change to a programme it may require University approval as well. Please see the [Guidance on Editing a Programme](#).

You are required to complete approval information for the whole proposal which consists of an academic rationale for the change. To access the screen to enter the approval information click on 'approval form' from the proposal home page.

The screenshot shows the UPMS interface. The left-hand navigation menu is expanded to show 'PROPOSAL BUSINESS STUDIES - UPDATING UNITS OCT 14'. The 'Approval Form' option is highlighted with a red circle. The main content area displays a list of units and programmes under the heading 'Contents of Business Studies - Updating units Oct 14 (ref: u5y716) (Faculty change)'. The list includes units like 'EREN10008 - Shaping France (withdrawal)' and 'MATH35110 - Linear Models (withdrawal)', and programmes like '1MOD1016U - Czech and French (BA) (programme updating) (edited in another proposal)'. The 'Approval Form' option is circled in red in the left-hand menu.

You can then click on 'Edit Details' and complete the approval information. Please ensure this covers all changes made within the proposal.

The screenshot shows the 'Approval Form for Business Studies - Updating units Oct 14 (Faculty change)' page. The 'Rationale' section is highlighted. The 'Academic Rationale' section contains the following instructions:

- 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 (where one is being submitted) and include reference to why the proposal is desirable and timely. Please ensure that the timing of the change to the programme is clear.

The 'Edit Details' link is visible at the bottom left of the page.

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## STEP 7: Submitting your proposal

Once you are happy with the changes you've made click on the link to 'Submit Proposal'.

Revision History	2009/10	2010/11	2011/12-Onwards
Print	Details for Academic Period 2011/12-Onwards		
Edit Next Academic Year			
<b>PROPOSAL GUIDANCE - WITHDRAW A UNIT</b>	<b>Unit Director</b>	Asia Haut <a href="#">Change Unit Director</a>	
Rename Proposal	<b>Is Open</b>	No	
Print	<b>Is Running</b>	<b>Withdrawn</b>	
Units	<b>Description</b>	By focusing on the art of William Hogarth (portraits, conversions, etc.) and genres (portraits, conversions, etc.) consider various wider shifts that took place in the eighteenth-century, including the themes of visual attire, eighteenth-century fashion, and representing 'otherness'. This module will explore Hogarth such as The Rake's Progress, etc.	
→ by Faculty	<b>Aims:</b>	<ul style="list-style-type: none"><li>To introduce students to how works of art are made and the concepts and terminology used in art history.</li><li>To place students in direct contact with the issues surrounding the state of research.</li></ul>	
→ A-Z list			
→ Create New Unit			
<b>Programmes</b>			
→ by Faculty			
→ A-Z list			
→ Create New Programme			
<b>Submit Proposal</b>			

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







In this instance there is a warning to update your programmes to remove the withdrawn unit as the unit is optional. If you withdraw a mandatory unit this would be an error message and will not let you submit until you have removed the unit from the programme structure(s).

<b>Validate and Submit Proposal Guidance - Withdraw a Unit</b>	
<b>Error/Warning</b>	<b>Description</b>
Warning	<a href="#">You must update programmes to remove references to unit HART10212</a>
<b>Submit Proposal</b>	

You will then 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 by the School Committee.

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✎ Contents of Proposal Guidance Notes (ref: w7lval)

	Stage	Start	End	Detail
	Submitted	20/02/13	20/02/13	SUCCESS
	Check Approval Forms	20/02/13	20/02/13	Approval Forms Valid
	School Committees	20/02/13		Awaiting approval from: <a href="#">School of Arts - Teaching and Learning Committee</a>
	Assign Unit Codes For New Units			1 units are awaiting codes: <ul style="list-style-type: none"> <li>◦ SART1NEW1</li> </ul>
	Faculty Committees			<a href="#">Arts Faculty - Undergraduate Studies Committee</a>
	Apply to the Catalogue			

For further information on the workflow process please see the guidance notes on the [Unit & Programme Management System 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.



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## Hints and Tips for navigating the System

### Permissions

Any proposal folder 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 folder. That user will then be able to add, edit or remove units from that folder.

### 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](mailto:approval-help@bris.ac.uk)