

Guidance on Setting up a New Programme using the Unit & Programme Management System (UPMS)

These guidance notes will tell you how to set up a new programme using the Unit & Programme Management System (UPMS).

Please note that only users with the [Programme Editor role](#) can edit new and existing programmes. In addition, new programmes will need to be initially created by the Academic Quality and Policy Office (AQPO) who will set up the foundational information of the programme.

New programmes require a large amount of information in order to be approved. It is advised that you refer to the [Programme Approval Policy](#) and other information on the AQPO website and gather the majority of required information before setting up the programme in the Unit & Programme Management System (UPMS).

Programme editors will not be able to submit a new programme proposal unless all of the required approval information has been completed.

There are 6 steps to creating a new programme:

[STEP 1: Create a New Programme in liaison with the AQPO](#)

[STEP 2: Logging in to the system and setting up a new proposal](#)

[STEP 3: Setting up the Programme](#)

[STEP 4: Adding any other unit/programmes changes](#)

[STEP 5: Entering 'approval' information](#)

[STEP 6: Submitting your proposal](#)

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

STEP 1: Create a New Programme

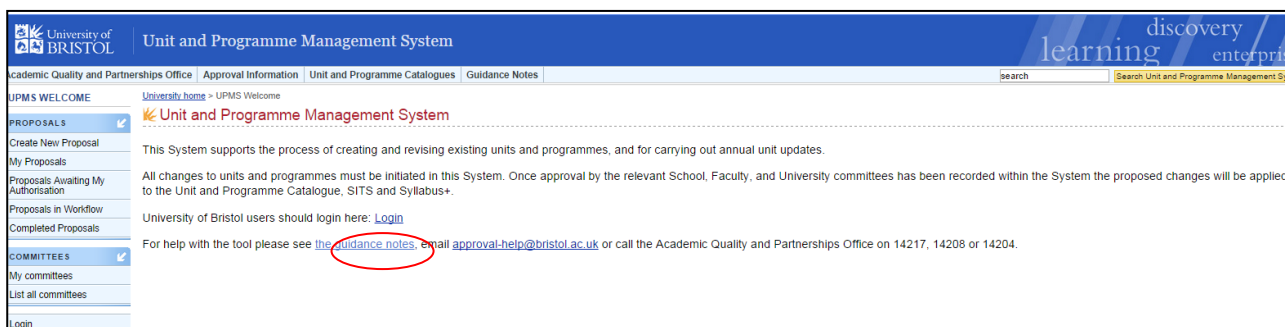
The initial setting up of a new programme needs to be completed by a member of the **Academic Quality and Policy Office (AQPO)**. Please contact members of the individually by telephone or email approval-help@bristol.ac.uk.

Once the AQPO has set up the new programme they will contact the relevant people (e.g. school programme editor and Programme Director) to ensure that everyone knows which proposal to work in.

STEP 2: Logging in to the system and accessing proposal

To access the UPMS, please go to 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.

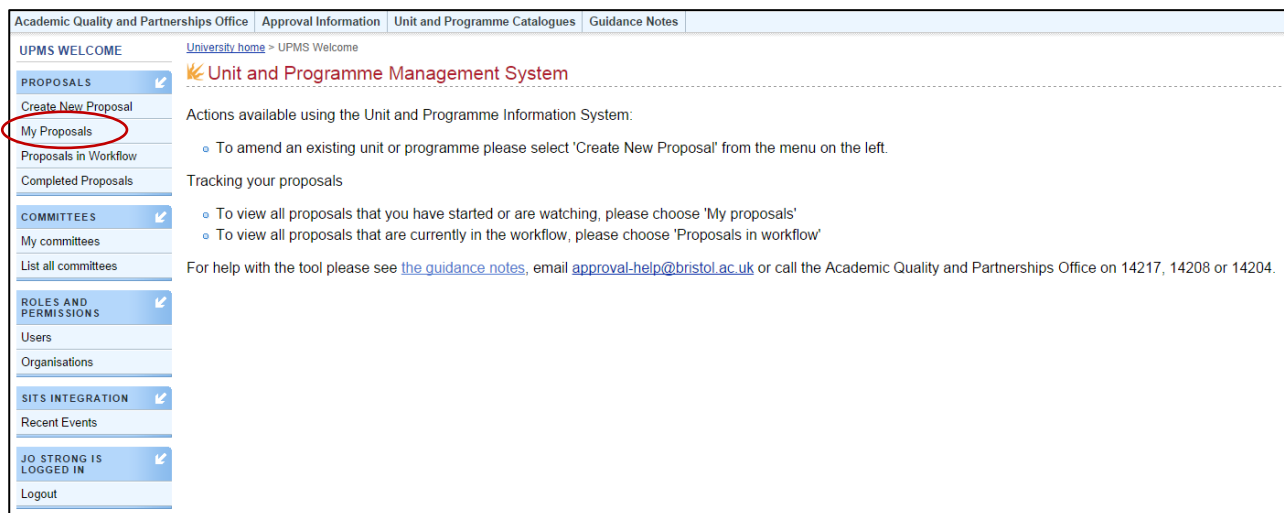


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The first thing you need to do is find the relevant proposal. AQPO will have told you which proposal to use (or, if you had already set up a proposal will have worked with you to ensure the new programme was set up within that proposal).

If you think of a proposal as the whole bundle of information you need to be approved then you need to make all changes within that proposal (new programme, new units, changes to units, withdrawals etc).

Click on 'My Proposals' and then select relevant proposal.



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

UPMS WELCOME [University home](#) > UPMS Welcome

PROPOSALS [Unit and Programme Management System](#)

Create New Proposal

My Proposals

Proposals in Workflow

Completed Proposals

COMMITTEES [My committees](#)

List all committees

ROLES AND PERMISSIONS [Users](#)

[Organisations](#)

SITS INTEGRATION [Recent Events](#)

JO STRONG IS LOGGED IN [Logout](#)

Actions available using the Unit and Programme Information System:

- To amend an existing unit or programme please select 'Create New Proposal' from the menu on the left.

Tracking your proposals

- To view all proposals that you have started or are watching, please choose 'My proposals'
- To view all proposals that are currently in the workflow, please choose 'Proposals in workflow'

For help with the tool please see [the guidance notes](#), email approval-help@bristol.ac.uk or call the Academic Quality and Partnerships Office on 14217, 14208 or 14204.

Note: If you are setting up new units within the new programme you must include them in the same proposal. Please do not set up new units in a separate proposal otherwise they cannot be attached to the new programme.

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STEP 3: Setting up the Programme

Once the basics of the programme have been set up by the AQPO, you will be able to view the blank new programme specification where you will need to complete the details of the programme structure as well as the specification information:

Programme structure:

University home > UPMS Welcome > New UG Programme > Programmes > A-Z list > New 3 Year UG Programme in Science (BSc) > All Versions > 2015/16 onwards

New Programme Specification - New 3 Year UG Programme in Science (BSc) for 2015/16 onwards

Single Honours - School of Mathematics - Faculty of Science

Structure Organisation Aims Outcomes Other Information

Programme Structure

Please note: These lists show all units, including those not running. The publicly available programme catalogue shows the approved version of this information but hides those units not running in the relevant academic year.

Year 1 for 2015/16 onwards

Unit Code	Title	Status	Credit Points	Running 2015/16
			120	

Edit this Year | Edit the structure of this Year | Delete this Year

Year 2 for 2016/17 onwards

Unit Code	Title	Status	Credit Points	Running 2015/16
			120	

Edit this Year | Edit the structure of this Year | Delete this Year

Year 3 for 2017/18 onwards

Unit Code	Title	Status	Credit Points	Running 2015/16
	New 3 Year UG Programme in Science (BSc)		120	

Edit this Year | Edit the structure of this Year | Delete this Year

[Add a new Year](#)

Programme specification:

New Programme Specification - Contemporary Dance (BA) for 2015/16 onwards

Single Honours - Department of Drama: Theatre, Film, Television - Faculty of Arts

Structure Organisation Aims Outcomes Other Information

Programme Organisation

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

Programme Code <i>Assigned by the approval tool</i>	1DRAMNEW1U Edit Programme Code
Programme Type <i>As selected in previous screen</i>	Single Honours

Programme director

[Edit Programme Director](#)

Faculty	Faculty of Arts
Owning School/Department	Department of Drama: Theatre, Film, Television
Teaching Institution	
Awarding Institution	
Accrediting bodies:	None
Relevant QAA subject benchmark groups	
Mode of study:	Full Time
Programme length	0 years

[Edit Title, Faculty, Departments, Institutions, Accreditation and Benchmarks](#)

For full details on how to edit these sections, including adding new shared structures and working with versions, please see the guidance notes on editing a programme and using shared programme structures -

<http://www.bris.ac.uk/academic-quality/approve/onlineapprovaltool/>

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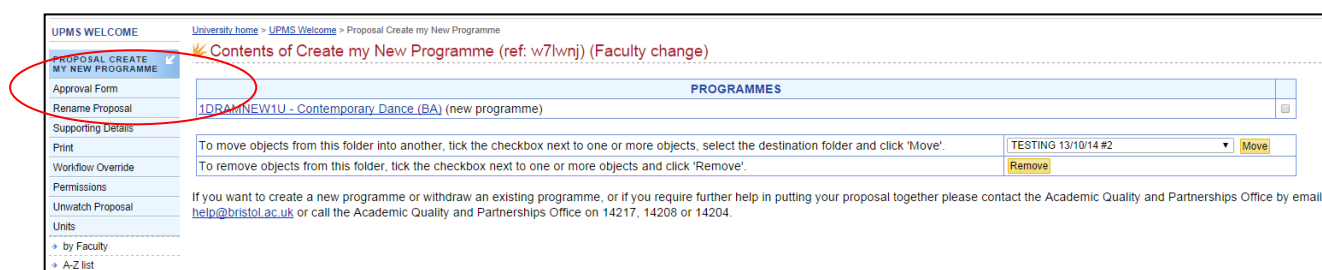
STEP 4: Adding any other unit/programmes changes

Once the new programme is set up make sure the proposal contains all relevant items: new units, changes to units/programmes and withdrawals of programmes/units. Guidance documents on how to deal with all of these things within the system is available at <http://www.bris.ac.uk/academic-quality/approve/onlineapprovaltool/>.

STEP 5: Entering 'approval' information

Full approval information and links to supporting documentation for the new programme must be provided within the system.

From the proposal home page click on 'Approval Form' in the left hand navigation box:



You will need to complete all of the fields in each tab in order to submit the proposal. This includes uploading documents under the support tab.

Rationale	Equality Analysis	Ords & Regs	Support
Rationale			
Academic Rationale			
<ul style="list-style-type: none">• Please provide full details of the rationale for the proposed new, amended or withdrawn units, programmes or shared structures.• Please explain if the proposed changes have any implications for other programmes (e.g. associated joint honours programmes)• 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.			
Assessment Details			
What is the assessment strategy for the programme?			
Strategic School, Faculty and University Initiatives			
Does the proposal align with current strategic School, Faculty and University initiatives? (For example, Technology Enhanced Learning, sustainability, student satisfaction)			

You can upload Word, Excel and pdf documents. If you need to update a previously uploaded document use the same function and it will overwrite the original saved document.

Make sure you remember to attach the Critical Friend Report and Business Case in the Supporting Details section which can be navigated to from the menu on the left hand side of the screen. Here you can also add the name of the Academic Lead, which will appear on the coversheet of the proposal documentation.

If you need to format your text you **should** use html formatting – please select the drop-down 'show help' for further information.

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UPMS WELCOME University home > UPMS Welcome > Proposal Create my New Programme > Supporting Details

Supporting Details for Create my New Programme

PROPOSAL CREATE MY NEW PROGRAMME

Approval Form

Rename Proposal

Supporting Details

Print

Workflow Override

Permissions

Units

by Faculty

A-Z list

Create New Unit

Programmes

by Faculty

A-Z list

Shared Structures

by Faculty

Lead Academic

Please enter the name of the Academic Lead for this proposal. This information will appear on the coversheet of the printed proposal.

Business Case

No Business Case Document has been attached

Choose file No file chosen

Critical Friend Report

No Critical Friend Report has been attached

Choose file No file chosen

Any Further Supporting Documentation

No Supporting Documentation has been attached

Choose file No file chosen

Save Cancel

STEP 6: Submitting your proposal

Once you have set up the programme and have completed all of the approval information, click on 'Submit Proposal'.

UPMS WELCOME University home > UPMS Welcome > Proposal Create my New Programme

Contents of Create my New Programme (ref: w7lwj) (Faculty change)

PROPOSAL CREATE MY NEW PROGRAMME

Approval Form

Rename Proposal

Supporting Details

Print

Workflow Override

Permissions

Unwatch Proposal

Units

by Faculty

A-Z list

Create New Unit

Programmes

by Faculty

A-Z list

Shared Structures

by Faculty

A-Z list

Create New Shared Structure

Submit Proposal

PROGRAMMES

1DRAMNEW1U - Contemporary Dance (BA) (new programme)

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'.

If you want to create a new programme or withdraw an existing programme, or if you require further help in putting your proposal together please help@bristol.ac.uk or call the Academic Quality and Partnerships Office on 14217, 14208 or 14204.

...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.

Error/Warning	Description
No Errors Found	

Submit Proposal

If no errors were found click on 'Submit Proposal' and the proposal is submitted and you will be taken to a new screen called that displays the approval Workflow Details.

You can now 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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UPMS WELCOME [University home](#) > [UPMS Welcome](#) > [Proposal Create my New Programme](#) > [Workflow Details](#)

Contents of Proposal Create my New Programme (ref: w7lwnj) (Faculty change)

	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 Arts - Teaching and Learning Committee
Faculty Committees				Arts Faculty - Undergraduate Studies Committee
Assign Programme Code For New Programmes				1 new programme is awaiting codes: <ul style="list-style-type: none"> ◦ 1DRAMNEW1U - Contemporary Dance (BA)
Apply to the Catalogue				

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

Once fully approved, the changes will automatically be applied 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.

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 a proposal has got to in the approval process is in the Workflow Details. This is a diagram displaying each step through the approval process. Here you will be able to see where a proposal has been approved, if it's awaiting approval and if it has 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.

Moving items between proposals

When in the contents page of your proposal you are able to select items using a tick box and then there is an option to 'Move' items to other proposals. Please note however that this does not copy the items, it will delete them from the current proposal and add them to the new one.

Getting Help

If you have any technical problems with the system, please email approval-help@bris.ac.uk