

# Unit & Programme Management System

## Roles and Responsibilities

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### 1. Programme Editor

The Programme Editor is a designated school level administrator with access to edit programme data held in the Unit and Programme Information Database (UPID).

#### Managing data on Existing Programmes

- 1.1. Programme Editors are responsible maintaining programme structures and shared programme sub-structures within the deadlines set out in the [University Education and Students Cycle](#).
- 1.2. Programme Editors are responsible for consulting with Programme Directors about changes to their programmes and will work closely with them in managing the programme information within the UPMS.
- 1.3. Information at unit level can be added by any user (e.g. relevant unit director)

#### Managing Proposals for New Programmes

- 1.4. Programme Editors do not have access to initiate a new programme within the UPMS. New programmes will need to be discussed with a member of AQPO, who will manage the initial set up, and once that has been completed the task of creating the programme structures, and entering all other relevant programme information will be the responsibility of the Programme Editor.
- 1.5. Programme Editors will need to work closely with the Academic Lead for new Programmes to manage the programme information required.
- 1.6. Information at unit level can be added by any user (e.g. relevant unit director)

#### Managing Proposals for Programme Withdrawals

- 1.7. Programme Editors do not have access to withdraw programmes using the UPMS. Programme withdrawals need to be directed to AQPO, who will work with the Programme Editor to ensure the relevant approval documentation is completed.

#### Assigning the Role of Programme Editor

- 1.8. Initially the Programme Editor role will be assigned to all SAMs and GAMS.
- 1.9. Any additional requests for users to be granted the Programme Editor role, e.g. the academic lead for new programmes and/or major changes to existing programmes, need to be authorised by the Faculty Education Manager. Authorised requests should be sent to Academic Registry (AQPO) to implement in the system.

## 2. Committee Secretary

The Committee Secretary is a designated school/faculty level administrator with access to record committee approval of a proposal.

### Proposals for changes to programmes and/or units

- 2.1. To ensure that relevant proposals are included on the Committee's agenda and that the Committee has received the relevant approval documentation that is held in the UPMS, either by printing out this documentation or by asking committee members to view it in the UPMS.
- 2.2. To accurately record in the UPMS the school/faculty committee's decision to approve, approve with conditions, or reject a proposal. This needs to take place as soon as possible after a committee has made a decision.
- 2.3. To monitor proposals that have been approved with conditions, recording final approval once those conditions have been met.
- 2.4. To work with the Chair of the relevant committee to endeavour to schedule proposals in time to meet the deadlines set out in the [University Education and Students Cycle](#).

### In addition for proposals which include structures shared with another School (e.g. all joint honours programmes)

- 2.5. To ensure that the joint school/faculty committee secretaries have received the relevant approval documentation.
- 2.6. To receive assurance and accurately record all joint school/faculty approval decisions in the relevant section of the Committee screens of the UPMS (by recording the date on which the relevant committee met).

### Assigning the Role of Committee Secretary

- 2.7. Requests for granting the role of Committee Secretary in the UPMS should be forwarded to the Academic Registry (AQPO) at [approval-help@bristol.ac.uk](mailto:approval-help@bristol.ac.uk)

## 3. Training

3.1 Training for Programme Editors and Committee Secretaries will be provided by the Academic Registry at the project launch, with further refresher sessions running annually. Training for new staff or users added to the user group will take place throughout the year as and when required.

## 4. Roles and Responsibilities through the proposal workflow

Workflow Stage	Activity
Submitted	<ul style="list-style-type: none"> <li>➤ <b>General Users</b> and <b>Programme Editors</b> can submit changes to existing units.</li> <li>➤ <b>Programme editors</b> can edit and submit proposals containing changes to programmes and programme structures.</li> </ul>
Check Approval Forms	<ul style="list-style-type: none"> <li>➤ The <b>UPMS automatically</b> checks that the approval forms are complete and that there is no missing information on unit and or programme specifications.</li> </ul>
School Committees	<ul style="list-style-type: none"> <li>➤ The <b>Committee Secretary</b> will receive an email alerting them to the new proposal.</li> <li>➤ The School <b>Committee Secretary</b> circulates the approval documentation held in The UPMS.</li> <li>➤ The School <b>Committee Secretary</b> records the approval decision of the committee and any joint school committees in the UPMS.</li> </ul>
Assign Unit Codes For New Units	<ul style="list-style-type: none"> <li>➤ The <b>UPMS automatically</b> assigns unit codes following approval at school level.</li> </ul>
Faculty Committees	<ul style="list-style-type: none"> <li>➤ The Faculty <b>Committee Secretary</b> will receive an email to alert them to the new proposal.</li> <li>➤ The <b>Committee Secretary</b> distributes the approval documentation held in The UPMS to the Committee and the secretary of the joint faculty committees.</li> </ul>
EDC	<ul style="list-style-type: none"> <li>➤ The <b>Committee Secretary</b> records the approval decision of the committee and any joint faculty committees in the UPMS.</li> <li>➤ Proposals for new programmes, programme withdrawals and those that have been identified as high risk need to be approved by <b>Education Committee</b>.</li> </ul>
Conflict Resolution	<ul style="list-style-type: none"> <li>➤ The <b>Academic Registry</b> assigns a new programme code in SITS and the UPMS.</li> <li>➤ Programmes and or units that have been edited in more than one proposal will cause a conflict that needs to be resolved. The <b>Academic Registry (AQPO)</b> is responsible for ensuring that the conflict is resolved.</li> </ul>
Apply to the Catalogue	<ul style="list-style-type: none"> <li>➤ The approved changes are applied to the <b>catalogue</b> with immediate effect.</li> <li>➤ The approved changes appear in <b>SITS</b> following the next scheduled integration, usually at 6:30pm daily.</li> </ul>