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Introduction to PIP

In This Section
- What is PIP?

The PIP ("Programme Information Process") system is the University of Glasgow's bespoke programme and course information management system covering approval and publication of programme and course information.

Approval Procedures
At the University of Glasgow, the introduction of new programmes and courses (as well as changes and withdrawals) is subject to an approval process. The PIP system and the approval procedures are document-based, designed around programme and course specification documents. The academic member of staff completes a specification template in MS Word. This is uploaded to the system along with all supporting documentation as a "proposal" requiring approval. The proposal is automatically passed by the system to School, College and institutional level as appropriate. Once both academic approval of the documents and administrative data entry in MyCampus are complete, the course or programme can go live for student enrolment and publication.

For more information on approval procedures, see the Senate Office Web site: [http://www.gla.ac.uk/services/senateoffice/qae/progdesignapproval/progapproval/](http://www.gla.ac.uk/services/senateoffice/qae/progdesignapproval/progapproval/)

User Guide
If you are responsible for approval, you must approve the proposals before they can proceed to the next stage. This user guide is designed for those approving proposals at School level via PIP.
Starting PIP

In This Section
➢ The steps required to access and log into the PIP system.
➢ The initial set up required the first time you use the system.

Log into the PIP system through the Business Systems page (Business Systems is available through the Staff [MyGlasgow] page on the intranet). Log in using your GUID.

Once logged in, you will be presented with the PIP Welcome screen:

The first time you access PIP, you will be prompted to accept a security certificate. You should check the box to ‘Always trust content from this publisher’.
Download Templates & Existing Specifications

In This Section
- Downloading blank templates.
- Downloading specifications for existing programmes and courses.
- Upgrading a template document to a new template version.

Every programme and course is described in a specification document which conforms to a standard template. Those intending to submitting new programmes and courses must first download the blank templates from the system. The following templates are required and are available for download from the PIP system:

- Course – Course Specification(s) & Course Support Document
- Programme – Programme Specification(s) & Programme Support Document

In order to change existing programmes and courses, the existing template must be downloaded and amended. You should save these documents to your computer to work on before uploading them into the system again.

Download a Blank Word Template

To download a blank template...

From the PIP Welcome Screen, click on the Download Templates menu item on the left hand side of the screen. This displays the Download Templates screen where links to the Specification Document templates and Support Document templates are presented.

Click on the name of the template you wish to download. You will be asked whether to open or save the document – choose Open.

A new MS Word window will open containing the selected blank template. You can complete information here and then save or save the blank document and add information at a later date. To save the document click on the File menu in the MS Word window, select Save As... choose the folder you want to save the document to and click on the Save button.

Or, as pictured below, you can save the blank template without opening the document... point your mouse at the template you want to download and right click on your mouse. Select Save Target As... from the menu and then from the Save As window choose where you want to save the document and then click on Save button.
In order for you to *amend* an existing course or programme specification, you must first download the most recent version of the document from the PIP system. You can use the PIP search facility to find the existing specification.

From the PIP Welcome screen click on the *Download Specifications* menu option on the left hand side of the screen. You are taken to the *Download Specifications* search screen (as shown).
You have the following search options and you must specify at least one:

- **Course/Programme Type** drop down list – to choose which type of specification you wish to download (Course or Programme)
- **Course/Programme Code** – if you know the code of the course or programme you are looking for, you can enter it here.
- **Specification Document** – you can enter search text in this box, the system will then search inside the document for information. This could be the name of a course coordinator for example.
- **Course/Programme Title** – search by keywords from the title of the course or programme you are looking for
- **Academic Session** – you can enter the academic session this specification applies to, e.g. 2008-09 (this will always be in YYYY-YY format).

Once you have entered your search criteria click on the **Search button**. This will bring back a list of courses or programmes for your School.

To download the specification you require click on the **Download** option adjacent to the name of the specification you need. A **File Download** window opens asking you if you want to **Open** the document or **Save** it to your computer (as shown below). You should select Open and then save to your desired location.
You can now make any required changes to the specification(s) and then upload them into PIP system through Create Proposal Menu option then Amend Course. See the appropriate guides for further information.

**Upgrade Documents**

The Specification documents require template changes from time to time to incorporate new fields or amendments. When this happens, new versions of the templates are released which means that specification documents you have saved to your PC previously become obsolete. To upgrade a specification you have saved from an old version to the current version of the template, PIP has included an *Upgrade* option.

The Upgrade option takes a specification document (either Course or Programme) and converts it automatically into the latest version of the specification template. The information is copied from old version to new version and any field or data changes are performed here too. You will not lose any information from the old specification unless fields have been removed as part of the new specification template.

To upgrade a document…

Select the *Upgrade Document* menu option on the left hand menu. This will display the Upgrade Document screen.

Click on the *Upload button* to select the specification file you need to upgrade.
In This Section

Creating a summary document from the contents of a specification document.

This option provides the facility to produce your own summary documents for your courses or programmes from the information in the specification templates. You can choose the courses or programmes you require, select the fields you require and the system will generate summary documents containing those fields. You can then download and use the summary document as you wish. This allows you to re-use information in the specification templates for other purposes, for example as the front page of a Course Handbook.

From the PIP Welcome Screen, click on the Summary Documents menu item on the left hand side of the screen. This displays the Summary Documents screen where you can search for the courses for which you wish to generate summary documents.

Generate Summary Documents

This option provides the facility to produce Summary Documents for your courses or programmes. Choose the courses or programmes, select the required fields and the system will generate Summary Documents containing those fields. This allows you to re-use information in the specification for other purposes, for example as the front page of a Course Handbook.

You can search for any course or programme from your own school.

A separate record is held for each course and programme in each academic session. Information is normally only available from academic session 2009-10 onwards (but for Sciences and Social Sciences may be available from 2007-08).

Searches default to the current academic session. If you wish to see information for another academic session, choose the session from the drop-down list.

You have the following search options and you must specify at least one:

- **Course/Programme Type** drop down list – to choose which type of specification you wish to download (Course or Programme)
- **Course/Programme Code** – if you know the code of the course or programme you are looking for, you can enter it here.
- **Course/Programme Title** – search by keywords from the title of the course or programme you are looking for
- **Academic Session** – you can enter the academic session this specification applies to, e.g. 2008-09 (this will always be in YYYY-YY format).
- **School** drop down list – you can select only Schools for which you are a registered PIP user.

Once the search results appear, you can select as many courses or programmes as you wish by clicking on the checkboxes to the right of the results. Then click the ‘Select’ button to proceed.
Next, you will be asked to select the fields you would like to appear in your summary document. You can choose from a list of the field in the specification templates, as below.

When you have clicked on your required fields, click on the ‘Generate Documents’ button. The system will now produce a document for each selected course/programme and then display a list of the generated document, as below.

Either view a document by clicking on the ‘view’ link or select all the document you wish to download and click on the ‘Download Selected’ button. This will download the documents to the download location – the default location is specified on-screen (under the document list) and can be changed by clicking on the ‘Change Download Location’ link.

You can combine the documents into a single document using the ‘Combine Docs’ button.

You can now use the generated documents in any way you wish, for example as the basis for Course Handbooks.
Uploading Course Handbooks

In This Section
➢ Uploading Course Handbooks into the system for archiving.

This screen allows you to upload and manage Course Handbook documents for each academic session. The Course Handbooks will then be archived in the system, available for future reference should staff or former students require information about the content of a course in a particular academic session. Any file type or format is accepted as there is no standard template for Course Handbooks.

From the PIP Welcome Screen, click on the Course Handbooks menu item on the left hand side of the screen. This displays the Course Handbooks screen where you can search for the courses for which you wish to upload handbook documents.

Begin by entering criteria to search for the courses for which you want to upload or view Course Handbooks. You can search for courses in your own School only. You have the following search options and you must specify at least one:

- **Academic Session** – you can enter the academic session this specification applies to, e.g. 2008-09 (this will always be in YYYY-YY format). Searches default to the current academic session. If you wish to see information for another academic session, choose the session from the drop-down list.
- **Course Title** – search by keywords from the title of the course(s) you are looking for.
- **Course Code** – if you know the code of the course you are looking for, you can enter it here.
- **Include Withdrawn Courses** - If you wish to include courses which are no longer running, tick this checkbox.

Click **Search** to list your results.
Your results are listed together with the file name of any handbooks already loaded. If no handbook is yet uploaded for a course, ‘None’ is displayed.

You can view a handbook by clicking on the file name. You can download a handbook to your computer by clicking on the Download link beside a course. This will download the documents to the download location – the default location is specified on-screen (under the document list) and can be changed by clicking on the ‘Change Download Location’ link.

You can upload handbooks into the system by clicking on the Add Doc link beside a course. Any file type or format is accepted as there is no standard template for Course Handbooks.

You can delete a handbook from the system by clicking on the ‘Delete’ link beside it.

---

**Course Handbooks**

You can upload Course Handbooks into the system by clicking on the Add Doc link beside a course. Any file type or format is accepted as there is no standard template for Course Handbooks.

Any Course Handbooks already loaded are listed below and you can view them by clicking on the file name.

Clicking Download will open a file for editing and save the file to your PC. Change and save the document and click Upload to automatically upload it to the system.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Handbook</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3QGS</td>
<td>AERIAL ARCHAEOLOGY (T)</td>
<td>AERIAL ARCHAEOLOGY HANDBOOK 2009.doc</td>
<td>Download</td>
</tr>
<tr>
<td>8V3S</td>
<td>AERIAL PHOTOGRAPHY &amp; GEOPHYSICAL SURVEY IN ARCHAEOLOGY (T)</td>
<td>None</td>
<td>Add Doc</td>
</tr>
<tr>
<td>6KTQ</td>
<td>AERIAL PHOTOGRAPHY AND GEOPHYSICAL SURVEY IN ARCHAEOLOGY (DIPLOMA)</td>
<td>None</td>
<td>Add Doc</td>
</tr>
<tr>
<td>6KTS</td>
<td>AERIAL PHOTOGRAPHY AND GEOPHYSICAL SURVEY IN ARCHAEOLOGY (M.PHIL)</td>
<td>None</td>
<td>Add Doc</td>
</tr>
<tr>
<td>97EG</td>
<td>ANTHROPOLOGY, ETHNOARCHAEOLOGY AND ETHNOHISTORY</td>
<td>None</td>
<td>Add Doc</td>
</tr>
<tr>
<td>97ZF</td>
<td>APPLIC OF SCI TECH IN ARCHAEOLOGY</td>
<td>None</td>
<td>Add Doc</td>
</tr>
<tr>
<td>NFBS</td>
<td>APPROACHES TO CELTIC AND VIKING ARCHAEOLOGY</td>
<td>None</td>
<td>Add Doc</td>
</tr>
<tr>
<td>88DY</td>
<td>APPROACHES TO WETLAND ARCHAEOLOGY</td>
<td>WETLAND ARCHAEOLOGY HANDBOOK 2009.doc</td>
<td>Download</td>
</tr>
<tr>
<td>88LS</td>
<td>APPROACHES TO WETLAND ARCHAEOLOGY</td>
<td>None</td>
<td>Add Doc</td>
</tr>
</tbody>
</table>
Submitting Proposals

In This Section

- Submitting new or changed courses or programmes for approval.

This user guide is designed for those approving proposals at School level and/or those administering programmes and courses via PIP. If you also have responsibility for submitting proposals for approval, you would use the Create Proposal menu items, shown below. However, the creation of proposals is covered in a separate guide, the Academic User Guide, which can be downloaded from the PIP website: http://www.gla.ac.uk/services/it/projects/pi/aboutthesystem/userguides/
Using the Inbox

In This Section
- Managing Proposals
- Approving proposals
- Sending proposals back for review
- Re-submitting a proposal after review
- Managing proposal documents

When a user submits a proposal, the PIP system automatically sends them to the appropriate people for approval. If you are responsible for approval, you must approve the proposals before they can proceed to the next stage in the approval process.

Inbox

Once a proposal is created in PIP and submitted to the approval process, the system will automatically action those who need to approve the proposal by creating an item in the approvers PIP Inbox.

You access the Inbox via the Inbox menu item on the left hand side of the screen in PIP, see below.

You will see a list of proposals for your School which require approval by you or any other authorised person in your School. Those you have not yet viewed are highlighted in bold. The list is sorted in reverse order of date of receipt. The sort order can be changed by clicking on the column headers. Hover your mouse over an item to see the proposal description.

Items disappear from the list once you have actioned them. The same proposal may re-appear again immediately if the next action in the process is also allocated to you. There may be a delay in new tasks appearing – the system refreshes the list automatically or you can use Refresh on your browser.

Task screen
Once you have clicked on the ‘Select’ link from the Inbox screen the Task screen will be displayed (see below) which shows the proposal information and the actions which you can complete on the proposal.

The heading at the top tells you what kind of proposal it is and what action needs to be taken. The status icons show the stages of the approval process which the proposal will go through.

Below the status icons, the proposal information is displayed (e.g. description). You can click on the Show History link to see a fuller history of the proposal.

Below the proposal information, the Delete Proposal, Reject Proposal and Approve Proposal buttons appear. Below the buttons, the list of documents included in the proposal appears.

Below the document list, the Combine Docs and Add Doc buttons appear and below them, the Comments section.

Task: New Course Approval - School Approval
College of Arts / School of Humanities

School Approval ➔ College Review ➔ BOS Approval ➔ College Approval

Proposal
Please review these documents for approval. If the documents are in a satisfactory state you should approve them. If changes need to be made click ‘Reject Proposal’ to send them back to proposal owner. Select ‘Delete Proposal’ if the proposal should be abandoned.

<table>
<thead>
<tr>
<th>Proposal ID</th>
<th>Owner</th>
<th>Description</th>
<th>Academic Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>2799</td>
<td>Miss Anna Phelan</td>
<td>Humanities - new basket weaving courses</td>
<td>2011/12</td>
</tr>
</tbody>
</table>

Delete Proposal  Reject Proposal  Forward to College

Show History

Documents
Clicking Download will open a file for editing and save the file to your PC. Change and save the document and click Upload to automatically upload it to the system.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Document Type</th>
<th>Edit</th>
<th>Select All</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketweaving_2A_PAMS.doc</td>
<td>Course Specification</td>
<td>Download</td>
<td></td>
</tr>
<tr>
<td>Basketweaving_1B_PAMS.doc</td>
<td>Course Specification</td>
<td>Download</td>
<td></td>
</tr>
<tr>
<td>CourseSupportDocument3-1.doc</td>
<td>Course Support Document</td>
<td>Download</td>
<td></td>
</tr>
<tr>
<td>examiner_email.msg</td>
<td>Other</td>
<td>Download Delete</td>
<td></td>
</tr>
<tr>
<td>student_consultation.txt</td>
<td>Other</td>
<td>Download Delete</td>
<td></td>
</tr>
</tbody>
</table>

Download Selected  Print Selected  Combine Docs  Add Doc

Change Download Location (Current location: C:/pp)

Comments

Buttons

- **Back** - The Back button takes you to the Inbox.
- **Delete Proposal** - The Delete Proposal button will completely remove the entire proposal. Only use this if you are sure you do not want to proceed with the proposal.
- **Reject Proposal** – Send the proposal back for review. See below.
Forward to College – Approves the proposal. See below.

Download Selected – Downloads to your PC all those documents you have selected by clicking the checkbox to the right.

Print Selected – Prints to your default printer all those documents you have selected by clicking the checkbox to the right.

Combine Docs – Combine the Word documents in the proposal into one larger document. See below.

Add Doc – Add another document to the proposal.

Other buttons will appear depending on role and proposal type and stage.

Task screen – Updating Documents

To amend a document included in the proposal, you need to download it, change it and then upload the changed version to the system.

Click on the Download link to the right of the document you wish to change. The system will copy the document to your PC and open it.

Once you have downloaded the document, a lock icon will appear to the left of the document in the document list, as below, to indicate that you have the document locked for editing.

Amend the document and save your changes.
If you decide you no longer want to change the document, click on _Cancel Lock_ link to the left of the document to cancel your download of the document.

Alternatively, if you want to go ahead with the changes you made to the document, click on the _Upload_ link to the left of the document – this will automatically upload the new version to the system.

Once the new version of the document is uploaded, the lock icon will disappear.

**You must either cancel the lock or upload the document.** Otherwise, the document remains locked by you and you will not be able to re-submit the proposal.

### Task screen – Adding a Document

To add another document to the proposal, click on the _Add Doc_ button. Navigate to the document you want to add and click Open. This adds the document to the proposal and it will appear in the document list on the Task screen.

Note that the document is always added as an "Other" document. Specifications and support documents cannot be added after the proposal has been submitted.

### Task screen – Deleting a Document

To delete a document from the proposal, click on the _Delete_ link to the right of the document. This removes the document from the proposal and it will no longer appear in the document list on the Task screen.

Note that specifications and support documents cannot be deleted after the proposal has been submitted.

### Task screen – Combining Documents

Clicking on the _Combine Documents_ button on the _Task_ screen takes you to the _Combine Documents_ screen (see below). This screen allows you to combine several proposal documents into one larger one. The purpose of this facility is to make it easier to print or email the documents, e.g., rather than having to open and print each document, you can combine them and then you only have to print one document.
The Word documents which are part of the proposal are listed in the *Excluded Documents* list. To include them in your new combined document, move them to the *Included Documents* list using the arrow buttons. *Only Word documents can be combined.* Ensure the documents are in the order you require by using the *Up* and *Down* buttons to reorder them.

When you are happy with the documents included and the ordering, click on the **Combine Documents** button. When prompted, open the single document and use *Save As...* to save it to a location of your choice. **It is important to open and save the document to a specific location rather than allowing the system to save to its default location which will not be easy to locate afterwards.** Once you have saved the combined document, you can then use the document as normal, emailing or printing it as required.

You can optionally append the documents to an existing document by uploading the existing file using the **Upload** button. This might be useful if you wish to combine documents for several proposals in order to distribute them - you would combine the documents from the first proposal into one document then append the documents from the next proposal to that one.

**Buttons**

- **Back** - The *Back* button takes you to the Inbox.
- **Combine Documents** - Click the **Combine Documents** button to create a single document from the documents listed in the *Included Documents* list.

**Task screen – Comments**
You can add comments to a proposal for the attention of the person approving the proposal via PIP. They should only be used as informal way of passing on messages during the approval process.

To see all the comments people have added to a proposal, click on the `Show All Comments` link on the Task screen. From there you can delete a comment by clicking on the `Delete` link beside he comment.

To add a comment, click on `Add Comment` on the Task screen. The `Add Comments` screen will appear, as below. Enter the comment and save.

---

**Task screen – Rejecting a Proposal**

To reject a proposal, click on the `Reject Proposal` button. This will take you back to the Inbox screen once successful.

---

**Task screen – Approving a Proposal**

To approve a proposal, click on the `Forward to College` button. This gives the proposal School approval and forwards it to College. This will take you back to the Inbox screen once successful.

---

**Task screen – Re-submitting the Proposal**

If you created a proposal and it is sent back to you for review, you will need to change it and re-submit it.

Once you have made the required changes to the documents in the proposal or added documents, you can re-submit the proposal by clicking on the `Re-submit Proposal` button. This will forward your proposal for approval again.
Accessing My Proposals

In This Section

- How to find proposals you have saved or submitted for approval.

You can retrieve information about proposals you have created at any time using the My Proposals option in the main menu.

My Proposals

Once you have created a proposal in PIP and either saved it or submitted it to the approval process you can retrieve the proposal from the My Proposal screen shown below.

This screen allows you to view any proposal you created whether it is:
- Still in Draft
- Awaiting Approval

To retrieve a proposal that you create and saved without submitting to the approval process you would select the Still in Draft option to take you in to the list of your draft proposals.

The Awaiting Approval option will retrieve a list of proposals which you submitted to the approval process. Click on the link to display the list.

My Proposals - Draft

Once you have clicked on the Still in Draft link from the My Proposals screen the Draft Proposals screen will be displayed which lists all the proposals you have created and saved but have not been submitted to the approval process.

To retrieve any proposal click on the select option adjacent to the proposal and this will open the draft proposal at the last step you completed. So if you open a New Course proposal which you left at step 4, this is where the draft proposal will open.
If you have decided that the draft proposal is no longer required, select the **delete** option which will delete the proposal from your draft listing, note; this will NOT affect any files relating to the proposal on your computer.

**My Proposals – Awaiting Approval**

To view the progress of any proposal you have submitted to the approval process you should select the **Awaiting Approval** link from the **My Proposals** screen.

The **Awaiting Approval** screen lists all of the proposals you have submitted which are in the process of being approved.

The table lists the Proposal ID, the description, start date, status and approval stage (who the proposal is with). To obtain further information on any of the proposals listed select the **View** option adjacent to the proposal and this will display the details.
This screen lists further information about your proposal and displays links to the all of the documents submitted. You can view the proposal and the documents however you cannot edit or delete the proposal as this screen is for information purposes only, the proposal action is with someone else in the approval process.
Finding Proposals

Programme and Course approval involves proposing changes and having them approved via the system. You can retrieve proposal information from PIP at any time using the Search Proposal option in the main menu. To begin a search for proposals, click on the **Search Proposal** item on the menu on the left hand side of PIP.

**Search Proposals**

On the **Search Proposal** screen (shown below), you specify criteria to search for proposals which have been submitted to the system.

You must specify one or more of the following search options:

- **Proposal ID** – if you know the ID of a specific proposal you are looking for, you should search by this alone.
- **Course/Programme Code** – if you know the code of the course or programme you are looking for, you can enter it here.
- **Course/Programme Title** – you can enter key words from the course or programme title to search for a specific course or programme.
- **School** drop down list – a list of Schools you have permission to search on.
- **Approval Stage** drop-down list – to specify a particular proposal approval stage, e.g. ‘Approved By School’.
- **Proposal Type** drop-down list – to specify a particular type of proposal, e.g. New Programmes.
- **Created after** – use the calendar to select a date after which the proposals you are looking for were created. Combine with **Created before** to specify a range of dates.
- **Created before** – use the calendar to select a date after which the proposals you are looking for were created. Combine with **Created after** to specify a range of dates.
- **Include Live** – check the box to include proposals already approved and live.
- **Include Historical** – check the box to include proposals from previous sessions.
The search results will include only current active proposals by default. Use the **Include Live** and/or the **Include Historical** checkboxes to expand the results to include live proposals for the current and/or previous sessions. Draft (that is, unsubmitted) proposals will never be included in the results.

### Search Proposals – Results List

Once you have clicked on the *Search Proposals* button from the *Search Proposals* screen, the results will be displayed, as below.

The results are ordered in ascending Proposal ID order. To change the ordering, click on the column headings. If there are several pages of results, use the navigation arrows to scroll through them.

To retrieve any proposal click on the *History* option adjacent to the proposal and this will open the proposal.

Click on *CSV Download* above the results to download the results to a spreadsheet.

### Search Proposals

<table>
<thead>
<tr>
<th>ID</th>
<th>Proposal Type</th>
<th>Description</th>
<th>Date Creation</th>
<th>Current Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>2185</td>
<td>New Course</td>
<td>New level 4 course</td>
<td>24/11/2009</td>
<td>Approved by School</td>
</tr>
<tr>
<td>2187</td>
<td>New Course</td>
<td>New level 4 course</td>
<td>24/11/2009</td>
<td>Approved by School</td>
</tr>
<tr>
<td>2349</td>
<td>New Course</td>
<td>Biomaterials - new course for new programme</td>
<td>12/01/2010</td>
<td>Approved by School</td>
</tr>
<tr>
<td>2354</td>
<td>New Programme</td>
<td>New programme in BioMed Eng</td>
<td>12/01/2010</td>
<td>Forwarded by Registry</td>
</tr>
<tr>
<td>2355</td>
<td>New Programme</td>
<td>New MEng BioMed Eng</td>
<td>12/01/2010</td>
<td>Forwarded by Registry</td>
</tr>
<tr>
<td>2356</td>
<td>New Course</td>
<td>Bioinformatics and Systems Biology S - Aero</td>
<td>10/01/2010</td>
<td>Approved by School</td>
</tr>
<tr>
<td>2422</td>
<td>New Course</td>
<td>New course for Biomed Eng degree</td>
<td>19/01/2010</td>
<td>Approved by School</td>
</tr>
<tr>
<td>2450</td>
<td>New Course</td>
<td>New course for u/g Biomed degree</td>
<td>26/01/2010</td>
<td>Approved by School</td>
</tr>
<tr>
<td>2451</td>
<td>New Course</td>
<td>New course for new u/g Biomedical degree</td>
<td>26/01/2010</td>
<td>Approved by School</td>
</tr>
<tr>
<td>2468</td>
<td>New Course</td>
<td>New course for Biomed degree</td>
<td>29/01/2010</td>
<td>Approved by School</td>
</tr>
</tbody>
</table>

### Search Proposals – Proposal History

Once you have selected *History* for a proposal the history screen is displayed.

This screen lists further information about your proposal and displays links to all the documents submitted. The actions which have been performed on the proposal are listed. The next expected action on the proposal is listed as ‘Pending’.
Proposal Reports

In This Section
- Reporting on the number of proposals approved
- Downloading your report as a spreadsheet

You can run a report of the number of proposals which have been approved via PIP at any time. To begin a report, click on the Proposal Report item on the menu on the left hand side of PIP.

Running Reports

On the Proposal Report screen (shown below), you specify criteria to run a report on proposals which have been approved.

Proposal Report

You must specify one or more of the following search options:

- **College** drop down list – if you are a Senate or College user, you can specify the College to which proposals belong. Note if you are not then this drop down list will not be shown on your screen.
- **School** drop down list – a list of Schools you have permission to report on.
- **Proposal Type** drop down list – to specify a particular type of proposal, e.g. New Programme, Corrections - courses.
- **Approval Status** drop down list – to specify a particular proposal approval stage, e.g. Approved and Live.
- **Created after** – use the calendar to select a date after which the proposals you are looking for were created. Combine with **Created before** to specify a range of dates.
- **Created before** – use the calendar to select a date after which the proposals you are looking for were created. Combine with **Created after** to specify a range of dates.

If you do not specify otherwise, all proposal types and all approved proposals will be selected for both programmes and courses. If you leave the Created Before and Created After fields blank, all proposals (ever approved) relevant to the search will be returned. If you supply
dates, this will narrow down the search results. Draft (that is, unsubmitted) proposals will never be included in the results.

**Breakdown of Results**
Search results are broken down and tallied by the checkbox settings. Any combination of checkbox settings are possible.

<table>
<thead>
<tr>
<th>Report Results List</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Once you have clicked on the *Produce Report* button, the results will be displayed, as below.

To change the ordering, click on the column headings. If there are several pages of results, use the navigation arrows to scroll through them.

Click on the *CSV Download* link to download your results to an Excel spreadsheet.
Checklists

In This Section
- Keeping track of all the proposals Active in your School.
- Lists of all tasks related to a course or programme proposal, in PIP and other systems.
- Marking tasks as complete for each course or proposal.

Checklists allow School administrators to tick off tasks which must be completed relating to course and proposal proposals. The checklists are optional but useful in keeping track of all the work which needs to be done both in PIP and in other related systems for every new, changed or withdrawn course or programme.

As soon as a proposal is started in PIP and either saved within the wizards screens or submitted, checklists are created for the proposal itself and for each of the specification documents contained within.

You access the checklists via the Checklists menu item on the left hand side of the screen in PIP, see below.

You will see a list of proposals for your school. By default all types of proposals will be shown. Clicking on any of the headers on the upper section of the screen will restrict the view to show only proposals of that type. There are 2 links on each proposal line on the right hand side.

The 'proposal' link takes you to a screen which shows a checklist relating directly to the proposal itself.
The ‘course’ link takes you to a screen which lists all the courses or programmes which have been added to the proposal. Here you will be able to click on each individual course/programme and that will then open up a screen which shows a checklist relating directly to the course/programme.

Note that the checklist text and number of lines is dependent on the proposal type. Some of the checklists are populated automatically e.g. when a proposal is submitted. These ones have their appearance slightly greyed out and cannot be ticked manually.
You have the ability to tick all non automatic ticks at any time, regardless of what stage the proposal is at. Each course level checklist line has an equivalent proposal level checklist line. Ticking the proposal level line will cause all matching course level checklists to become ticked and vice versa for unticking. Once all the course level checklists for a matching line are ticked, the proposal level line will become ticked also.
Appendix A: Approval Levels in PIP

When creating, amending or withdrawing courses and programmes in PIP, a certain level of approval is required to confirm the action taken. The level of approval required can be School, College or Senate and depends on what you are doing and when you are doing it. This document outlines the rules that determine the approval level.

Note that the levels of approval are cumulative so College approval requires School then College approval; and Senate approval requires School then College then Senate approval.

The table below shows the level of approval required for each type of proposal.

<table>
<thead>
<tr>
<th>Proposal Type</th>
<th>Approval Level</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course(s)</td>
<td>College</td>
<td>Always</td>
</tr>
<tr>
<td>New Programme(s)</td>
<td>Senate</td>
<td>Always</td>
</tr>
<tr>
<td>Amend Course(s)</td>
<td>School</td>
<td>Always</td>
</tr>
<tr>
<td>Amend Programme(s)</td>
<td>College</td>
<td>Always</td>
</tr>
<tr>
<td>Withdraw Course(s)</td>
<td>School</td>
<td>Always</td>
</tr>
<tr>
<td>Withdraw Programme(s)</td>
<td>College</td>
<td>Always</td>
</tr>
</tbody>
</table>
Appendix B: Document Validation in PIP

When you upload a document in PIP, checks are made to ensure that the document conforms to certain conditions. We call this process document validation. If any of these conditions are not met a message is displayed telling you what is wrong with the document. For example, in the New Course Wizard when prompted to upload a course specification, the system checks that what you are uploading is in fact a course specification document and not some other file.

The validation rules are not always simple and depend on what you are doing (e.g. uploading a specification for a new course has different rules to an amended programme) but we hope to cast some light on the subject in this user guide.

General Rules

1.1 Rules for all Specification and Support Documents

When working with a course specification, programme specification, course support or programme support document, certain rules always apply, regardless of any other factors. These are:

- The document must be an MS Word Document in .docx format.
- The document must have been created using one of the standard templates downloaded from the Download Templates screen or using an existing document that was originally created from one of these templates.
- The document must not have been created using an old version of one of the standard templates.
- On the Inbox task screen, specification and support documents cannot be deleted.
- On the Inbox task screen, new specifications and support documents cannot be added.
- On the Inbox task screen, a document can only be replaced by a document of the same type.
- On the Inbox task screen, the task cannot be forwarded if any documents are locked. (The document is locked when you click on “Download”.)

1.2 Rules for all Specification Documents

In addition to the previous rules, the following rules also apply to all course and programme specification documents:

- Single drop down list values like Academic Session must be selected i.e. they cannot be set to the default value “Select…”.
- College and Lead School must form a valid combination.
- All of the specification documents in a proposal must have the same Lead School.
- All of the specification documents in a proposal must have the same Academic Session.
- The Lead School must be set to (one of) your own School(s).
- Lead School and Academic Session cannot be changed during approval.
- You can’t amend or withdraw a specification document that is currently attached to an active proposal.

Specific Rules

Now we’ll look at each of the specification and support documents in turn to see what validation rules apply to what fields. Only the fields that are validated are listed.
### 2.1. Course Specification Documents

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Validation Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>Can’t be blank when amending a course.</td>
</tr>
<tr>
<td>Course Title</td>
<td>Can’t be blank and must be no longer than 100 characters.</td>
</tr>
<tr>
<td>Short Title</td>
<td>Can’t be blank and must be no longer than 30 characters.</td>
</tr>
<tr>
<td>Academic Session</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Level</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Credits</td>
<td>For new courses, can’t be changed after the proposal is submitted for approval.</td>
</tr>
<tr>
<td></td>
<td>Can’t be changed as part of an Amend proposal.</td>
</tr>
<tr>
<td></td>
<td>Credits maximum value is 180. Open Studies can input any value up to and including this. All other Schools are restricted to values in the University’s Code of Assessment.</td>
</tr>
<tr>
<td>Independent Work</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Subject</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Location</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>College</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Lead School/Institute</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Cost Centre</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Collaborative</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Teaching Institutions</td>
<td>Can’t be blank if “Collaborative” field is “Yes”. This validation is not applied on bulk update.</td>
</tr>
<tr>
<td>Short Description</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Requirements Of Entry</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Associated programmes</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Typically Offered</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Timetable</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Minimum Requirement for Award of Credits</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Available to Visiting Students</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Available to Erasmus students</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Taught wholly by distance learning</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Open Studies Credit Bearing</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Represents a work placement or period of study abroad</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Course Aims</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Intended Learning Outcomes of Course</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Learning and Teaching Methods (Table)</td>
<td>At least one row must be entered unless credits = zero. This validation is not applied on bulk update.</td>
</tr>
<tr>
<td>Summative Assessment Methods (Text)</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Summative Assessment Methods (Table)</td>
<td>At least one row must be entered. This validation is not applied on bulk update.</td>
</tr>
<tr>
<td>Reassessment opportunities</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Formative Assessment</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>Grading Basis</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Examination Diet</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Total Exam Duration</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Non-Standard Rationale</td>
<td>If Standard duration is NO then this can’t be blank.</td>
</tr>
<tr>
<td>Intended Student Numbers—Max:</td>
<td>Must be a number greater than or equal to the “Intended Student Numbers—Target”.</td>
</tr>
<tr>
<td></td>
<td>This validation is not applied on bulk update.</td>
</tr>
<tr>
<td>Intended Student Numbers—Min:</td>
<td>Must be a number greater than 0.</td>
</tr>
<tr>
<td></td>
<td>This validation is not applied on bulk update.</td>
</tr>
<tr>
<td>Intended Student Numbers—Target:</td>
<td>Must be a number greater than or equal to the “Intended Student Numbers—Min”.</td>
</tr>
<tr>
<td></td>
<td>This validation is not applied on bulk update.</td>
</tr>
</tbody>
</table>
## 2.2 Course Support Document

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Validation Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2. Rationale</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>A3. Additional Resources</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>If extra resources are required, please indicate the name of the budget controller.</td>
<td>If the extra resources check box is checked, this field should not be blank.</td>
</tr>
<tr>
<td>Please check the box, to confirm that there has been consideration of equal opportunity…</td>
<td>Must be checked.</td>
</tr>
<tr>
<td>B1. Is the proposal in accordance with the current University guidelines (<a href="http://senate.gla.ac.uk/qa/approval/index.html">http://senate.gla.ac.uk/qa/approval/index.html</a>)?</td>
<td>An answer is required on BOS approval.</td>
</tr>
<tr>
<td>B2. Is the proposal clear and consistent?</td>
<td>An answer is required on BOS approval.</td>
</tr>
<tr>
<td>B3. Is the proposal compliant with the Scottish Credit and Qualifications Framework?</td>
<td>An answer is required on BOS approval.</td>
</tr>
<tr>
<td>B4. Are notional learning hours and assessment methods appropriate to the level of, and number of credits assigned to, the course(s)?</td>
<td>An answer is required on BOS approval.</td>
</tr>
<tr>
<td>B5. Are examination durations consistent with Senate prescriptions set out in the Code of Assessment?</td>
<td>An answer is required on BOS approval.</td>
</tr>
<tr>
<td>B6. Are Intended Learning Outcomes written according to the guidelines?</td>
<td>An answer is required on BOS approval.</td>
</tr>
<tr>
<td>B7. Is there adequate provision for, and monitoring of, the external supervision of project work, work placement, etc., where this is an integral part of the course(s)?</td>
<td>An answer is required on BOS approval.</td>
</tr>
<tr>
<td>B8. Has the Head of the School approved any opt-outs for coursework reassessment?</td>
<td>A value is required on BOS approval.</td>
</tr>
<tr>
<td>B9. Have all required consultations taken place</td>
<td>A value is required on BOS approval.</td>
</tr>
<tr>
<td>B10. Is there evidence that any issues raised have been satisfactorily addressed?</td>
<td>A value is required on BOS approval.</td>
</tr>
<tr>
<td>B12. Date of Board of Studies / Higher Degrees Committee Approval:</td>
<td>A value is required on BOS approval.</td>
</tr>
<tr>
<td>B13. Name of Convenor of above:</td>
<td>A value is required on BOS approval.</td>
</tr>
</tbody>
</table>
### 2.3 Programme Specification Documents

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Validation Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Title</td>
<td>Can't be blank and must be no longer than 150 characters.</td>
</tr>
<tr>
<td>UCAS Code</td>
<td>For new programmes, this can't be changed once the programme code is assigned by Registry. Can't be changed as part of an Amend proposal.</td>
</tr>
<tr>
<td>Programme Code</td>
<td>Can't be blank when amending a programme.</td>
</tr>
<tr>
<td>Attendance Type</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>SCQF Level</td>
<td>Can't be changed once the programme code is assigned by Registry.</td>
</tr>
<tr>
<td>Credits</td>
<td>If SCQF = 12 then credits can be zero, otherwise: Must be a number greater than the minimum specified for the SCQF Level i.e.</td>
</tr>
<tr>
<td></td>
<td>SCQF 7: min = 120</td>
</tr>
<tr>
<td></td>
<td>SCQF 8: min = 240</td>
</tr>
<tr>
<td></td>
<td>SCQF 9: min = 60</td>
</tr>
<tr>
<td></td>
<td>SCQF 10: min = 240</td>
</tr>
<tr>
<td></td>
<td>SCQF 11: min = 60</td>
</tr>
<tr>
<td></td>
<td>This validation is not applied on bulk update.</td>
</tr>
<tr>
<td>Collaborative</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>Awarding Institution(s)</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>College</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>School/Institute</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>Location(s)</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>Language of instruction</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Language of Assessment</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Entrance Requirements</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>ATAS Certificate Requirement</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Programme Aims</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Intended Learning Outcomes of Programme</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Assessment Methods</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Learning and Teaching Approaches</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Programme Structure and Features</td>
<td>Can’t be blank.</td>
</tr>
<tr>
<td>Academic Session</td>
<td>Can’t be blank.</td>
</tr>
</tbody>
</table>
### Field Name | Validation Rules
---|---
Title | Can't be blank.
Calendar Page Number | Can't be blank.
A2. Exit Awards | Can't be blank.
A4. Rationale | Can't be blank.
A6. Additional Resources | Can't be blank.
If extra resources are required, please indicate the name of the budget controller. | If the extra resources check box is checked, this field should not be blank.
Please check the box, to confirm that there has been consideration of equal opportunity… | Must be checked.
B1. Is the proposal in accordance with the current University guidelines (http://senate.gla.ac.uk/qa/approval/index.html)? | An answer is required on BOS approval.
B2. Is the proposal clear and consistent? | An answer is required on BOS approval.
B3. Is the proposal compliant with the Scottish Credit and Qualifications Framework? | An answer is required on BOS approval.
B4. Are notional learning hours and assessment methods appropriate to the level of, and number of credits assigned to, the course(s)? | An answer is required on BOS approval.
B5. Are Intended Learning Outcomes written according to the guidelines? | An answer is required on BOS approval.
B6. Is there adequate provision for, and monitoring of, the external supervision of project work, work placement, etc., where this is an integral part of the course(s)? | An answer is required on BOS approval.
B7. Have all required consultations taken place? | A value is required on BOS approval.
B8. Is there evidence that any issues raised by consultees have been satisfactorily addressed? | A value is required on BOS approval.
B9. Has the senate office approved any exceptions? | A value is required on BOS approval.
B11. Date of Board of Studies Approval: | A value is required on BOS approval.
B12. Name of Convenor of above: | A value is required on BOS approval.
C1. Date of College Approval: | A value is required on College approval.
C2. Name of Convenor of above: | A value is required on College approval.