PIP System

College Approver User Guide

August 2016
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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 (see below).

For more information on approval procedures, see the Senate Office Web site:
http://www.gla.ac.uk/services/senateoffice/qea/progdesignapproval/

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 College level. Creating and submitting proposals is covered in another guide, available from the PIP web site:
http://www.gla.ac.uk/services/it/projects/pi/aboutthesystem/userguides/
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:

![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’.
Approving Proposals

In This Section
- Approving proposals
- Sending proposals back for review
- Managing proposal documents

When a School 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 College which require approval by you or any other authorised person in your College. 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 reappear 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.

The Delete Proposal, Reject Proposal, Forward to BOS and Approve buttons also appear. You can choose to approve in one step by selecting Approve or to forward for BOS and College approval by selecting Forward to BOS. Different buttons appear depending on the stage of the proposal.

Below the buttons, the list of documents included in the proposal appears. Below the document list, the Download Selected, Print Selected, Combine Docs and Add Doc buttons appear and below them, the Comments section.

Task: Amend Course - College - College Review
College of Arts / School of Humanities

School Approval ➔ College Review ➔ BOS Approval ➔ College Approval

Proposal
Please review documents and distribute to Board of Studies/Higher Degree Committee members. Alternatively, click Approve to give final approval immediately.

<table>
<thead>
<tr>
<th>Proposal ID</th>
<th>Owner</th>
<th>Description</th>
<th>Academic Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>2791</td>
<td>Mrs Anna Osipenko</td>
<td>test</td>
<td>2010/11</td>
</tr>
</tbody>
</table>

Delete Proposal | Reject Proposal | Forward to BOS | Approve

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>BASIC_GREEK_FOR_POSTGRADUATES_1_9CWS.doc</td>
<td>Course Specification</td>
<td>Download</td>
<td></td>
</tr>
<tr>
<td>CourseSupportDocumentGood2.doc</td>
<td>Course Support Document</td>
<td>Download</td>
<td></td>
</tr>
<tr>
<td>BASIC_GREEK_FOR_POSTGRADUATES_1_9CWS_ChangeReport.doc</td>
<td>Course Change Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Download Selected | Print Selected | Combine Docs | Add Doc

Comments
Show All Comments | Add Comment

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 BOS** – Send the proposal to BOS for approval.
- **Approve Proposal** – Approves the proposal, i.e. gives final College approval. The proposal will not then go to BOS but may go to Senate.
- **Download Selected** – Downloads the selected documents to your PC (do not use this when you want to edit the documents). Select the documents by clicking on the checkboxes beside the documents.
- **Print Selected** – Prints the selected documents to your default printer. Select the documents by clicking on the checkboxes beside the documents.
- **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 the 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 – Re-submitting the Proposal**

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

In This Section

- Searching for proposals
- Viewing the history of a proposal

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>2165</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>13/01/2010</td>
<td>Forwarded by Registry</td>
</tr>
<tr>
<td>2353</td>
<td>New Programme</td>
<td>New MEng Biomed Eng</td>
<td>13/01/2010</td>
<td>Forwarded by Registry</td>
</tr>
<tr>
<td>2416</td>
<td>New Course</td>
<td>Bioinformatics and Systems Biology 5 + Aero</td>
<td>18/01/2010</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>2460</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 the all of 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.

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.

**Report Results List**

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.
Managing Deadlines

In This Section
➢ Adding deadlines to the system and informing PIP users about them.

You can make certain changes to groups of proposals in bulk rather than updating them one at a time.

Manage Deadlines

Select Manage Deadlines from the main PIP menu. This presents the Manage Deadlines screen (see below) which lists all the existing approval deadlines which have been entered for your College.

Add Deadline

Enter college submission deadlines below and the system will email all the PIP users in your college's schools. You can choose to email users now and/or send a reminder before the deadline. Click the Add Deadline button to add a deadline.

Academic Session

Approval Deadlines

No Deadlines found.

The deadlines for the current and next session can be listed (by selecting the appropriate session from the Academic Session drop-down list). The existing deadlines can be changed or deleted using the links to the left of the deadline items.

Buttons
➢ Add Deadline – This allows you to create an entirely new deadline for your College.

Add Deadline

The Add Deadline screen (see below) allows you to enter the deadline information for a new deadline.

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

➢ Academic Session drop-down list – the academic session to which the deadline applies.
➢ Deadline Name – the name of the deadline, e.g. Higher Degrees Committee.
➢ Deadline Date – the deadline by which proposals should be submitting via PIP in order to meet the deadline.
➢ Email Now checkbox – whether an email should be sent immediately regarding the deadline. If selected, the system will email all PIP users in the College about the deadline. The email will be sent when you save the new deadline.
➢ Reminder Email checkbox – whether a reminder email should be sent regarding the deadline nearer the time. If selected, the system will email all PIP users in the College about the deadline on the specified Reminder Date.
• **Reminder Date** – the date on which a reminder email should be sent. Defaults to a week before the deadline.

• **Deadline Description** – a text description of the deadline. This will be included in the emails sent to PIP users so you can include all relevant information about the deadline. Use the formatting icons to add formatting such as bold or bullet points.

### Add Deadline

**Back** | **Save**

Enter the deadline details below. Ideally, the Deadline Date you enter should be the last date on which proposals should be submitted to you for approval via PIP.

If you select Email Now, an email will immediately be sent to all registered PIP users in your schools.

If you select Reminder Email, an email will be sent to all registered PIP users in your schools one week before the deadline date. You can also specify a different reminder date.

<table>
<thead>
<tr>
<th>Academic Session</th>
<th>2010-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline Name</td>
<td></td>
</tr>
<tr>
<td>Deadline Date</td>
<td></td>
</tr>
<tr>
<td>Email Now</td>
<td></td>
</tr>
<tr>
<td>Reminder Email</td>
<td></td>
</tr>
<tr>
<td>Reminder Date</td>
<td></td>
</tr>
</tbody>
</table>

**Deadline Description**

### Buttons

• **Back** - The Back button takes you to the Managing Deadlines page.

• **Save** – Saves the new deadline and emails users if you have checked the Email Now checkbox.
Managing College Proposals

In This Section
- Making advanced changes to several proposals at once.
- Adding documents to several proposals at once.
- Deleting in-progress proposals.
- Transferring ownership of proposals from one user to another.
- Re-assigning the current Inbox tasks of proposals from one user to another.

You can make certain changes to groups of proposals in bulk rather than updating them one at a time.

College Proposals

Select My Proposals from the main PIP menu. Then select College Proposals from the list. This then presents the College Proposals screen (see below) which lists all the active proposals for your College and the actions you can perform on the proposals.

You should select the proposals you wish to act on and then click on the appropriate button.

Buttons
- **Back** - The Back button takes you to the My Proposals list.
- **Add Documents** – This will prompt you to choose a document from your PC and will then add it to all the selected proposals. This is useful for adding the minutes of an approval meeting to the proposals.
- **Delete Proposals** - The Delete Proposal button will completely remove the proposals selected. Only use this if you are sure you do not want to proceed with the proposals.
- **Change Owner** – First, select the new owner from the drop-down list on the right. Clicking the button will then change the owner (that is the ‘submitter’) of the selected
proposals. This is useful if the original submitter is away and the proposal needs further input from someone else in the School.

- **Delegate Tasks** – First, select the person who should action the task from the drop-down list on the right. Clicking the button will then re-assign the selected proposal’s current task (e.g. approval) to the person you have selected. This might be used, for example, if the School approver is away and someone else needs to approve a proposal.

Once you click one of the buttons, the actions selected will be completed and a message will appear at the top of the screen confirming the completion of the action.
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. Can’t be changed as part of an Amend proposal. 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>
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</tr>
<tr>
<td>Associated programmes</td>
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</tr>
<tr>
<td>Typically Offered</td>
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</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>
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</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>
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<tr>
<td><strong>Formative Assessment</strong></td>
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</tr>
<tr>
<td>-------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td><strong>Grading Basis</strong></td>
<td>Can't be blank.</td>
</tr>
<tr>
<td><strong>Examination Diet</strong></td>
<td>Can't be blank.</td>
</tr>
<tr>
<td><strong>Total Exam Duration</strong></td>
<td>Can't be blank.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Non-Standard Rationale</strong></th>
<th>If Standard duration is NO then this can't be blank.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intended Student Numbers—Max:</strong></td>
<td>Must be a number greater than or equal to the “Intended Student Numbers—Target”. This validation is not applied on bulk update.</td>
</tr>
<tr>
<td><strong>Intended Student Numbers—Min:</strong></td>
<td>Must be a number greater than 0. This validation is not applied on bulk update.</td>
</tr>
<tr>
<td><strong>Intended Student Numbers—Target:</strong></td>
<td>Must be a number greater than or equal to the “Intended Student Numbers—Min”. This validation is not applied on bulk update.</td>
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### 2.2 Course Support Document

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Validation Rules</th>
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<tbody>
<tr>
<td>A2. Rationale</td>
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</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>
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<th>Field Name</th>
<th>Validation Rules</th>
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<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>
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<td>Collaborative</td>
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<td>Awarding Institution(s)</td>
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<td>College</td>
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</tr>
<tr>
<td>School Institute</td>
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<tr>
<td>Location(s)</td>
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</tr>
<tr>
<td>Language of instruction</td>
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</tr>
<tr>
<td>Language of Assessment</td>
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</tr>
<tr>
<td>Entrance Requirements</td>
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</tr>
<tr>
<td>ATAS Certificate Requirement</td>
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</tr>
<tr>
<td>Programme Aims</td>
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</tr>
<tr>
<td>Intended Learning Outcomes of Programme</td>
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</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>
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<tr>
<td>Programme Structure and Features</td>
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<tr>
<td>Academic Session</td>
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</table>
### 2.4 Programme Support Documents

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Validation Rules</th>
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<tr>
<td>Calendar Page Number</td>
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<tr>
<td>A2. Exit Awards</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>A4. Rationale</td>
<td>Can't be blank.</td>
</tr>
<tr>
<td>A6. 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>
</tbody>
</table>

**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.