These guidance notes will tell you how to use shared programme structures on the Unit & Programme Management System (UPMS).

Please note that only users with the Programme Editor role can edit new and existing shared programme structures.

**What is a Shared Programme Structure?**

Shared programme structures are groups of units (mandatory and/or optional) that are available on more than one programme. A shared programme structure is attached to multiple programmes, such as suites of joint honours with common halves (e.g. all French BA joint honours programmes have the same three mandatory units in year 1) and programmes with common years of study (e.g. BSc Geography and MSci Geography have identical years 1 and 2), allowing subsequent changes to the grouping of the units to be made only once instead of to each individual programmes the group appears.

The shared programme structure will not be listed as an entity on the programme structure displayed in the Catalogue or on the specification screen on the System (unless you are in edit mode). Instead you will see the itemised list of units exactly as they have been listed in the shared programme structure.

Shared programme structures will not be visible as a separate entity for public view in the Programme Catalogue.

**Level of Approval required**

The relevant Faculty Education Director (FED) will decide if a new, or change to an existing, shared programme structure requires Faculty or University approval within the context of assessing the potential risks to the University. In terms of the approval forms and workflow, the UPMS defaults proposals to those requiring faculty approval. If the FED has deemed a proposal as high risk, the ‘Workflow Override’ switch can be used to generate the more detailed approval forms and workflow to University Education Committee.

**Using shared programme structures on the UPMS**

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

**STEP 2:** Creating a shared programme structure

**STEP 3:** Adding units to the shared programme structure

**STEP 4:** Adding the shared structure to relevant programmes

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**STEP 6:** Entering ‘approval’ information

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Hints and Tips for Navigating the System:
STEP 1: Logging in to the system and setting up a new proposal

To access the web screens, please go to https://www.bris.ac.uk/esu/approvalprocess.

You will need to login using the link in the left hand navigation bar or centre of the page. Please enter your University of Bristol username and password.

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

1. Click on ‘Create New Proposal’ in left hand navigation bar

2. Name your proposal and press save.

Your proposal name can be anything you want, though please bear in mind that this will be the name as it goes through the committee structures so should be something clear and relevant.
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STEP 2: Creating the shared programme structure

Select ‘Create new shared structure’ from the menu on the left hand side.

This takes you to the shared structure details screen where you should enter the title, type, owning school, nominal credit points, study block, start year and description (see below for details).

**Shared Structure Title** –

The following format should normally be applied to the title of new shared programme structures:

[Subject] [JH/SH] [description(with second subject if applicable)] [year]

**Examples** -

- French JH with MODL 2nd YR;
- Maths SH with Cont Europe 1st YR;
- Chemistry SH 1st YR
- Archaeology PG MA Shared Units

If you have any queries about the naming of your structure please email AQPO on approval-help@bristol.ac.uk
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**Shared structure type** – select either undergraduate or taught postgraduate

**Owning school/department** – select the school/department that owns the shared structure. This may be different from the owning school of the programmes the shared structure will be applied to.

**Credit points** - This is a nominal credit point value that should be used to help structure the units within the shared structure into mandatory and optional units.

**Study block (year)** – Select the year in which the shared structure will normally be taught. Some shared structures may be taught in more than one year; i.e. the 3rd year of a BSc may also be taught to the 4th year of a BSc with Study in Continental Europe variant. In this instance study block 3 should be selected even though the shared structure will be added to year 3 of one programme and year 4 of the other.

**Start Year** – Select the first year that the shared structure will be used.

**Description** – Add a description for the shared programme structure (optional).

The shared programme structure will be filed alphabetically using the title, so ensure that you start with the subject name to make it easier to find when looking at the index.

Once you have hit save on this screen, the shared programme structure will be assigned a temporary code. The actual code will be assigned once school approval has been confirmed. *Make a note of this code as you need it to add the shared structure to a programme.*

You will then be taken to the screen where you have the option to ‘edit the structure’.

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![Shared Structure Specification for 4COCSCLNEW2](image-url)
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STEP 3: Adding units to a shared programme structure

Select ‘edit the structure’ as shown above, which works exactly the same way as editing a normal programme structure:

- **Add Unit** – when you click on this link the System will automatically add a new “Unknown Unit”. Either click the “Edit” button on the right hand side or double click where it says “UNIT” to enter your unit code. Type in your unit code in capitals ensuring that there aren’t any spaces in or around the code, and then click away from the editing box (you don’t need to hit “Save” yet). If you then click on your new unit and hold the cursor down you can drag your new unit into your structure.

- **Delete units** – to delete a unit select “Delete” on the right hand side of the screen. Remember, there is currently no ‘undo’ function so make sure you select the correct unit. However, if you do make an error, hit ‘cancel’ at the bottom of the page instead of ‘save’ and you can start your edits again.

- **Create or remove lists of units** – the default text for a new blank list is “Select from:” with a value of 40 credit points. To edit either click “Edit” on the right hand side of the screen or double click in the text field. You can then add units and drag and drop units as instructed above.

- **Add open units** – will automatically add “OPEN20: Choose open units” to your structure. To edit, either click “Edit” on the right hand side or double click in the text field. You can drag and drop open units into an optional unit list.

- **Add comments** – will automatically add a new comment field to be edited. Comments will always be displayed in *italics*. As a general rule your programme structure should be clear to students without requiring comments but there may be occasions where these are necessary. Please use sparingly.

When you are happy with the structure of the units listed click ‘save’.
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STEP 4: Adding the shared structure to relevant programmes

1. Find the programmes you wish to apply the shared structure to by navigating using the Programmes lists on the left hand menu bar.
2. Click through to ‘edit the structure of this year’, ensuring you are editing the correct version of the programme (see Guidance on Editing a Programme for further details).
3. Select ‘add shared structure’ from the options at the bottom of the programme structure.

4. Enter the temporary code that was assigned to the new shared structure, in this example it was 1FRENLNEW2, by clicking on ‘Edit’. Make sure you are using capitals as this text is case sensitive.

5. Move the shared structure to the relevant place in the programme structure
6. In the edit screen the shared programme structure is listed as its own entity. Click ‘save’ when you are happy with the positioning of the structure. The next screen which is the saved version of the programme specification will list the units that make up the shared structure;
STEP 5: Editing an existing shared programme structure

Search for the shared structure by Faculty or by using the A-Z list and select the appropriate structure to edit.

Use ‘all versions’ from the left-hand menu to create a future version of the shared structure. Click ‘split’ alongside the year the new version will start from.

A new tab for the future year will be created. Ensure this is selected and click ‘edit the structure’

Follow the steps described in Step 3 above to add or remove units from the shared programme structure.

The updates to the structure will be reflected in all the programmes to which it is attached.
STEP 6: Entering ‘approval’ information

Level of Approval required

The relevant Faculty Education Director (FED) should have decided if a change to a programme requires School/Faculty or an extra stage of University approval within the context of assessing the potential risks to the University. In terms of the approval forms and workflow, the UPMS defaults proposals to those requiring school/faculty approval. If the FED has deemed a proposal as high risk, the ‘Workflow Override’ switch should be used to generate the more detailed approval forms and workflow to University Education Committee (see below).

1. School/Faculty approval

When you edit any programme structures you also need to fill out some approval information explaining the revisions to the programme.

Click on ‘Approval Form’ in the left hand menu. The approval form is held at proposal level and the link appears under this section of the menu bar.

This takes you to the default approval form pictured below. Click ‘edit’ to complete your approval information. Click ‘save’ when you are ready to save the details.

If you need to format your text you need to use html formatting – please select the drop-down ‘show help’ for further information.
2. **University approval**

If the FED has deemed that the proposal requires University level approval, or that the faculty wishes to see a fuller rationale, the ‘workflow override’ switch should be used.

Click on the yellow button with UNIVERSITY on it and you will see that the sentence above changes to ‘This proposal has University Level Change for workflow purposes.’

By clicking back into ‘Approval Form’ you will see that a number of tabs have appeared. All of these sections must be completed before the proposal can be submitted.
STEP 7: Submitting your proposal

Once you are have made the necessary changes click the ‘submit proposal’.

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

You will then be taken to a new screen called that displays the approval workflow details. You can see that the proposal has been successfully submitted and the approval form completed and this is now awaiting approval by the School Committee.
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For further information on the workflow process please see the guidance notes on the [Unit & Programme Management System Home Page](#) on committee structures.

Once approved, the changes will be applied directly to the [Unit and Programme Catalogues](#) for the relevant academic year.
Hints and Tips for Navigating the System:

Permissions
Any proposal that you create will only be visible to yourself, unless you give another user access. You can do this by setting up ‘Permissions’.

Once you have created your proposal, you should see a link in the left hand navigation to ‘Permissions’.

When you click on this you will be able to search for a colleague by surname or username and then select to give them permission to your proposal. That user will then be able to add, edit or remove units from that proposal.

My Proposals
Lost your proposal? When you next login, go to My Proposals from the home page and you can search for your proposal by a name, reference, faculty, and so on.

Workflow Details
A quick way to view where your proposal has got to in the approval process is in the Workflow Details in your proposal. This will be a diagram displaying each step through the approval process. Here you will be able to see where your change has been approved, if it’s awaiting approval and if it your changes have been successfully applied to the Unit and Programme Catalogues and SITS.

Inactivity
Please note: The system will automatically log you out if you remain inactive for more than half an hour so please ensure that you save changes as you make them.

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

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