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1. Getting Started

What is PIP?

PIP is the University of Glasgow's course and programme approval system.

Course and programme information is entered in Word documents. These are uploaded to a web page and bundled into proposals that are submitted for approval by school and college.

Once approved the information is transferred to MyCampus and published to the web.

System Requirements

PIP is a web based system and works in most web browsers but best in Internet Explorer with Java enabled. We recommend the latest version of Java from <https://www.java.com>.

To edit PIP Word documents, please use the desktop version of Microsoft Office Word 2007 or later. Other software like Word for Mac may affect the structure of PIP documents.

Accessing the System

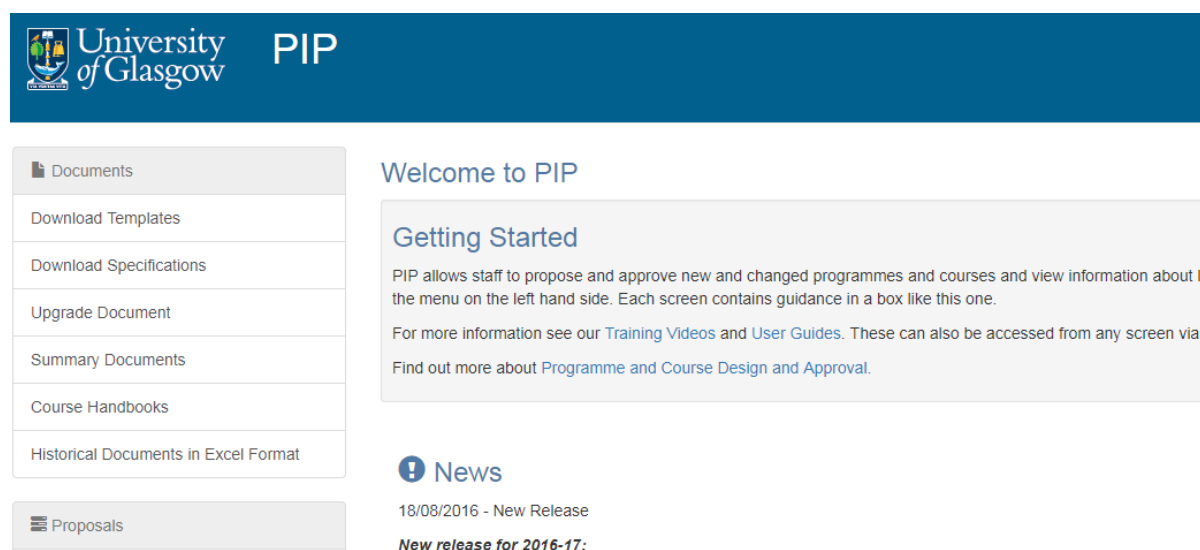
Most members of staff automatically get access to PIP that allows them to view courses and programmes and create proposals.

To access advanced features like proposal approval, apply here http://www.gla.ac.uk/media/media_395607_en.doc

To log in, open a web browser, go to <https://frontdoor.spa.gla.ac.uk/pip> and enter your GUID and password.

Getting Around the System

You access PIP screens by clicking on a link in the left menu, shown below. Some screens are only available to certain users so they may not appear in the menu you see.



The screenshot shows the PIP system interface. At the top left is the University of Glasgow logo. To its right is the text 'PIP'. Below the logo is a left-hand menu with two main sections: 'Documents' and 'Proposals'. The 'Documents' section includes links for 'Download Templates', 'Download Specifications', 'Upgrade Document', 'Summary Documents', 'Course Handbooks', and 'Historical Documents in Excel Format'. The 'Proposals' section is currently selected. The main content area on the right has a header 'Welcome to PIP' and a 'Getting Started' section. The 'Getting Started' section contains the following text: 'PIP allows staff to propose and approve new and changed programmes and courses and view information about the menu on the left hand side. Each screen contains guidance in a box like this one. For more information see our [Training Videos](#) and [User Guides](#). These can also be accessed from any screen via the menu on the left hand side. Find out more about [Programme and Course Design and Approval](#).' Below this is a 'News' section with a date '18/08/2016 - New Release' and the text 'New release for 2016-17:'.

PIP screens contain on-screen instruction text, highlighted in grey at the top of each screen.

2. How To

Create a New Course or Programme

1. In PIP click **Download Templates** in the left menu.
2. Click **Course Specification** or **Programme Specification** to download a blank specification template and save to your PC.
3. Click **Course Support Document** or **Programme Support Document** to download a blank support document template and save to your PC.
4. Using the downloaded templates, fill in the details following the red guidance text. You will need one specification per course or programme and one support document per proposal.
5. In PIP click **Create Proposal** in the left menu then **New Course(s)** or **New Programme(s)** under **One-Step Proposals** on the right.
6. Click **Upload** to add each new document, fill in the required on-screen fields and click **Submit for Approval**.

Amend an Existing Course or Programme

1. In PIP click **Download Specifications** in the left menu.
2. Enter search criteria to find the course or programme then click **Search**. Make sure you select the correct **Academic Session** (current or next).
3. All matching courses or programmes are listed. Click **Download** to download the specification you want to update and save to your PC.
4. Open the downloaded specification, update the details following the red guidance text and save.
5. In PIP click **Create Proposal** in the left menu then **Amend Course(s)** or **Amend Programme(s)** under **One-Step Proposals** on the right.
6. Click **Upload** to add each document, fill in the required on-screen fields and click **Submit for Approval**. If the value in the field **Type of Change** is *Academic Changes* a support document is also required.

Withdraw or Unwithdraw an Existing Course or Programme

1. In PIP click **Create Proposal** in the left menu.
2. Click **Withdraw/Unwithdraw Course(s)** or **Withdraw/Unwithdraw Programme(s)** on the right.
3. Select **Withdraw** or **Unwithdraw**.
4. Follow the wizard to search for and select courses or programmes. You don't need to upload the specification documents.

Create a New Award for an Existing Programme

1. In PIP click **Create Proposal** in the left menu.
2. Click **New Programme(s)** under **Proposal Wizards** on the right.
3. In the **Programme Type** list select **New Award for Existing Programme**.
4. Click **Begin Wizard**.
5. Follow the wizard to search for and add a new award to an existing programme.

Create a New Combined Programme

PIP allows you to create joint (aka combined) programmes that consist of half programmes in two different subjects. For convenience we start with a "common" half and combine this with one or more "other" half programmes.

1. If the common half programme is new, create a new specification from a blank template (see [Create a New Course or Programme](#))
2. If the common half programme already exists, download the specification (see [Amend an Existing Course or Programme](#))
3. In PIP click **Create Proposal** in the left menu.
4. Click **New Programme(s)** under **Proposal Wizards** on the right.
5. In the **Programme Type** list select **New Combined Honours Programmes(s)**.
6. Click **Begin Wizard**.
7. Follow the wizard to upload the common half programme specification, select other half programmes to combine with and assign names to the new combinations.

Bulk Update Existing Courses or Programmes

PIP allows you to make the same changes to a number of courses or programmes at the same time. There is no need to download and upload specification documents. The system applies the changes for you.

1. In PIP click **Create Proposal** in the left menu.
2. Click **Bulk Update Courses** or **Bulk Update Programmes** on the right.
3. Follow the wizard to select courses or programmes to update, fields to change and their new values.

Create a New Quick Course or Programme

Quick courses and programmes are non-standard cases like external courses and research programmes that don't have a specification document. Data is entered on screen. The screens are only available to School Admins.

1. Click **Quick Courses** or **Quick Programmes** in the left menu.
2. Click **Create**.
3. Fill in the on-screen fields and click **Create**. The new quick course or programme will be submitted for approval.

Amend an Existing Quick Course or Programme

1. Click **Quick Courses** or **Quick Programmes** in the left menu.
2. Enter search criteria to find the quick course or programme then click **Search**. Make sure you select the correct **Academic Session** (current or next).
3. All matching quick courses or programmes are listed. Click **Amend** to open the one you want to update.
4. Update the on-screen fields, click **Save** then **OK** to confirm. Approval is not required for the change to take effect.

Withdraw or Unwithdraw an Existing Quick Course or Programme

1. Click **Quick Courses** or **Quick Programmes** in the left menu.
2. Enter search criteria to find the quick course or programme then click **Search**. Make sure you select the correct **Academic Session** (current or next).
3. All matching quick courses or programmes are listed. Click **Withdraw** or **Unwithdraw** to change the status of the course or programme.

4. Click **OK** to confirm. Approval is not required for the change to take effect.

Approve or Resubmit a Proposal

If you are a School Reviewer, School Approver or College Admin, PIP will send you an email when a proposal comes to you for approval. If you created a proposal, it may also be returned to you for resubmission.

1. Click the link in the email to go to your PIP Inbox or if you are already logged into PIP, click **Inbox** in the left menu.
2. Approval tasks currently assigned to you appear on screen. Click **Select** to open the **Task Screen**.
3. Action buttons (e.g. **Forward to School Approver**) appear near the top of the screen. Use these to approve or reject the proposal.

Edit a Proposal Document

In the Task Screen you can edit proposal documents. How this is done depends on what browser you use.

To edit a proposal document in Internet Explorer with Java enabled:

1. Click **Download** to download the document you want to update.
2. The system automatically saves this to your PC and opens for editing.
3. You can close the document and come back to make your changes by clicking **Continue Editing**.
4. Click **Upload** to upload the changes back into PIP.
5. Or to discard the change click **Cancel Lock**.

To edit a proposal document in another browser:

1. Click **Download** to download the document you want to update and save to your PC.
2. Open the downloaded document, make your changes and save.
3. In PIP click **Upload** next to the document you downloaded.
4. Locate the downloaded document you updated on your PC and upload back into PIP.
5. Or to discard the change click **Cancel Lock**.

Find a Proposal

1. Click **My Proposals** in the left menu.
2. Click **Still in Draft** to re-open proposals you have saved but not submitted for approval.
3. Click **Awaiting Approval** to view proposals you have submitted that have not been approved. Documents can be viewed but not updated in the system via this screen.
4. To find approved proposals, click **Search Proposals** in the left menu.

Transfer a Proposal to another Person

This function is only available to College Admins.

1. In PIP click **My Proposals** then **College Proposals**. All active proposals in your college are listed.
2. Click the checkbox for each proposal to update.
3. Select the person to transfer the proposal to from the select list. They must be in the same school as the proposal owner.
4. Click **Delegate Task** then **OK** to confirm. This transfers the current proposal task.
5. To transfer ownership of the proposal, repeat the steps above but click **Change Owner** instead.

3. Documents

Templates

PIP provides 4 structured Word documents for capturing course, programme and proposal information:

- Course Specification
- Course Support document
- Programme Specification
- Programme Support document

The latest versions of these templates are available for download from **Download Templates** on the left menu.

New courses and programmes start with a blank specification template.

The templates contain red instruction text above the fields, advising on what should be entered.

Specifications

PIP stores specification documents for courses and programmes for each academic session.

These are available for download from **Download Specifications** in the left menu.

You can download and view specifications for any school but you can only propose changes to your own.

Amendments to courses and programmes usually start with a downloaded specification document.

Before the start of each academic session the system upgrades all specification documents to the latest version of the templates.

Documents are also generated for the subsequent academic session, which are then available for download.

If you have a copy of a specification in an old template format, you can upgrade to the latest using **Upgrade Document** in the left menu. *Note that this will not change the document held on the system, only your saved copy.*

Course Handbooks

In addition to a specification, each course can optionally have a course handbook.

The **Course Handbooks** screen allows you to upload a file of any type and associate it with a course taught by your school, for a specific academic session.

The handbook can also take the form of a URL linking to a webpage or other document.

Once the handbook is uploaded, it will automatically appear in the online Course Catalogue.

Unlike specifications, handbooks are not rolled over from one academic session to the next and must be uploaded by the school.

Extracting Document Data

The **Summary Documents** screen allows you to pick a number of course or programme specifications in your school, extract selected fields and combine into a single document for download. You can also append the extracted data to an existing document. The document produced is not a structured PIP template. It is for information only and cannot be used to update course or programme information in the system.

The **Historical Documents in Excel Format** screen allows you to extract all course or programme specification data for a selected school, for a specific academic session, into a Microsoft Excel spreadsheet.

4. Proposals

Creation

See [How To](#) above for the different proposal types available in PIP.

All of the proposal types have common features:

- Courses and programmes cannot be bundled into the same proposal.
- New specifications cannot be bundled into the same proposal as amendments.
- The first time you save or submit the proposal it is assigned a unique proposal id. Take a note of this for future reference.
- When you upload a document into the proposal the system will validate it and prompt you to make changes, if required.
- You can work on a proposal, save it and come back to it later via **My Proposals > Still in Draft**.
- Courses and programmes cannot be added to or deleted from a proposal once it is submitted. To do this, delete the proposal in the Task Screen and create a new one.
- Amend proposals have a change report for each specification showing fields and how they have changed. These cannot be deleted.
- Withdraw and unwithdraw proposals have a report document listing affected courses or programmes. This cannot be deleted.
- You cannot change the school/owner of a regular course or programme. Contact the helpdesk to request this. You can do it for quick courses and programmes.
- Changes made to a course or programme for the current session will cascade to the next session, unless the next session has already been changed.
- Changes cannot be made for previous academic sessions.

Approval

This table describes the approval levels for the various changes that go through PIP.

	New	Amend	Withdraw	Unwithdraw
Course	School Review School Approval	School Review School Approval	School Review School Approval	School Review School Approval
Programme	School Review School Approval MARIO Planning Office College Review BOS Approval College Approval	School Review School Approval College Review BOS Approval College Approval	School Review School Approval College Review BOS Approval College Approval	School Review School Approval College Review BOS Approval College Approval
Quick Course	School Approval	Not required	Not required	Not required
Quick Programme	School Approval Planning Office	Not required	Not required	Not required

MARIO assigns UCAS codes to new undergraduate programmes. The system automatically skips this stage if a proposal contains only new postgraduate programmes.

Planning Office assigns programme codes to new programmes.

Data Transfers

PIP transfers course and programme data to MyCampus, the online Course Catalogue (<http://www.gla.ac.uk/coursecatalogue/>) and the Senate Office website (<http://www.gla.ac.uk/services/senateoffice/programmesearch/>)

This table describes what is transferred and when.

	MyCampus	Online Course Catalogue	Senate Office Website
New Course	On submit for approval	On final approval	Never
Amend, Withdraw, Unwithdraw Course	On final approval	On final approval	Never
New Programme	After Planning Office assigns programme code	Never	On final approval
Amend, Withdraw, Unwithdraw Programme	On final approval	Never	On final approval
New Quick Course	On final approval	Never	Never
Amend, Withdraw, Unwithdraw Quick Course	Immediately	Never	Never
New Quick Programme	On final approval	Never	Never
Amend, Withdraw, Unwithdraw Quick Programme	Immediately	Never	Never
Course Handbooks	Never	Immediately	Never

Although data is sent to MyCampus as specified above, course data is processed by MyCampus each evening and programme data each Sunday evening.

Proposal Information

All users have access to the **Search Proposals** screen. You can search for and view any submitted proposal in your school. College Admins can search across schools.

The **Proposal Report** screen is available to School Reviewers, School Approvers, School Admins and College Admins. This produces a summary of the number of proposals by college, school and type.

The **Checklists** screen is available to School Reviewers and College Admins. It allows you to enter additional, optional data about a proposal or its courses or programmes. Items are ticked off by users or automatically by the system upon a certain approval event. Items can be ticked for each course or programme; or for the proposal, which covers all courses or programmes. Checklists are not mandatory for approval.