



**Ministry of Advanced Education**

**Post-Secondary Institution Proposal  
System (PSIPS)  
For  
BC Public Institutions**

**User Guide**

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## Document Purpose

The Post-Secondary Institution Proposal System (PSIPS) is a web-based system for supporting the post-secondary program proposal and quality assessment review processes for degree-granting institutions in British Columbia. The purpose of this guide is to document the functions of PSIPS for BC public post-secondary institutions.

## Overview

### **Degree Quality Assessment Board (DQAB) Process**

In British Columbia, public universities are subject to the *Universities Act* (UA) while colleges and institutes are subject to the *College and Institute Act* (CIA) to operate as degree-granting institutions or make use of the word “university.” Universities, colleges and institutes must undergo a quality assessment process and meet established criteria prior to the Minister granting approval for new degree programs. The full text of the UA can be found at: [University Act](#) and the full text of the CIA can be found at: [College and Institute Act](#).

The [Degree Quality Assessment Board \(DQAB\)](#) is appointed by the Minister to conduct quality assessment reviews and make recommendations on whether institutions and proposals meet the established criteria. The Board Secretariat within the Ministry provides administrative support to the DQAB, the quality assessment process and applicant institutions.

The quality assessment process is initiated with a 30-day public/peer review of the proposal. The proposal is posted on the [Degree Authorization website](#) via PSIPS, enabling the general public (including academic experts from inside and outside British Columbia) the opportunity to review the proposal and provide comments to the applicant institution and the Board for consideration in the review process. Other BC public institutions can view the proposal via PSIPS and provide peer comments directly within the system to the applicant institution. The Board’s recommendation and the Minister’s decision to approve or deny degree program proposals are also posted on the [Degree Authorization website](#) via PSIPS. This is to reflect the Board and the Ministry’s commitment to ensuring the interests of the public are served by having an open and accountable process.

Applicants should review the [Degree Authorization website](#) that includes complete information on the submission, review and approval processes and the quality assessment criteria established by the Minister prior to submitting a proposal. Institutions are encouraged to submit proposals on PSIPS 12-18 months prior to the planned implementation date of the program to allow enough time for the quality assessment process to be completed.

### **The System in a Nutshell**

PSIPS is a central online program for institutions to submit proposals for degree programs and applications for Qualified for Expedited Review. Key documents and decisions about an institution’s program proposal are stored in a database. Documents and data are entered electronically and Institutional Contacts are notified automatically by email at key review points. Comments can be entered directly on an online screen or documents can be attached to a proposal.

### **About Documents and Comments**

The system is designed to be somewhat like a message board and does not limit the number of comments or documents that can be posted regarding a proposal. Unlike an informal message board, all postings become part of the government record. Institutions are encouraged to post only official communications (i.e., no draft documents or unofficial responses).

If the applicant institution wishes to clarify a posted statement, an additional comment or document must be posted. Detailed discussions or questions about the proposal should be conducted offline with the Board Secretariat via phone or e-mail. The results of these discussions may then be posted as a single comment. Following this guideline will create a clear record of specific issues, responses and positions related to the proposal.

The PSIPS system allows for online comments to be recorded (up to 4500 characters). If a more detailed comment is required, a PDF document may be attached.

## **Why do we use Adobe Acrobat PDF files?**

We want everyone to be able to view attachments regardless of what type of computer, word processor or toolset was used to create a document. If your institution does not have Adobe Acrobat software, Adobe offers a free reader and an affordable online subscription service to convert your documents at [www.adobe.com](http://www.adobe.com). If you have specific questions on the creation of PDF documents, please refer to Adobe Acrobat documentation.

## **Where can I get help?**

In addition to this manual, the following help is available:

Ministry web site outlining application and review steps [Degree Authorization website](#)

The Degree Quality Assessment Board Secretariat at 250-356-5406 (Monday to Friday 8:30 am to 4:30 pm)

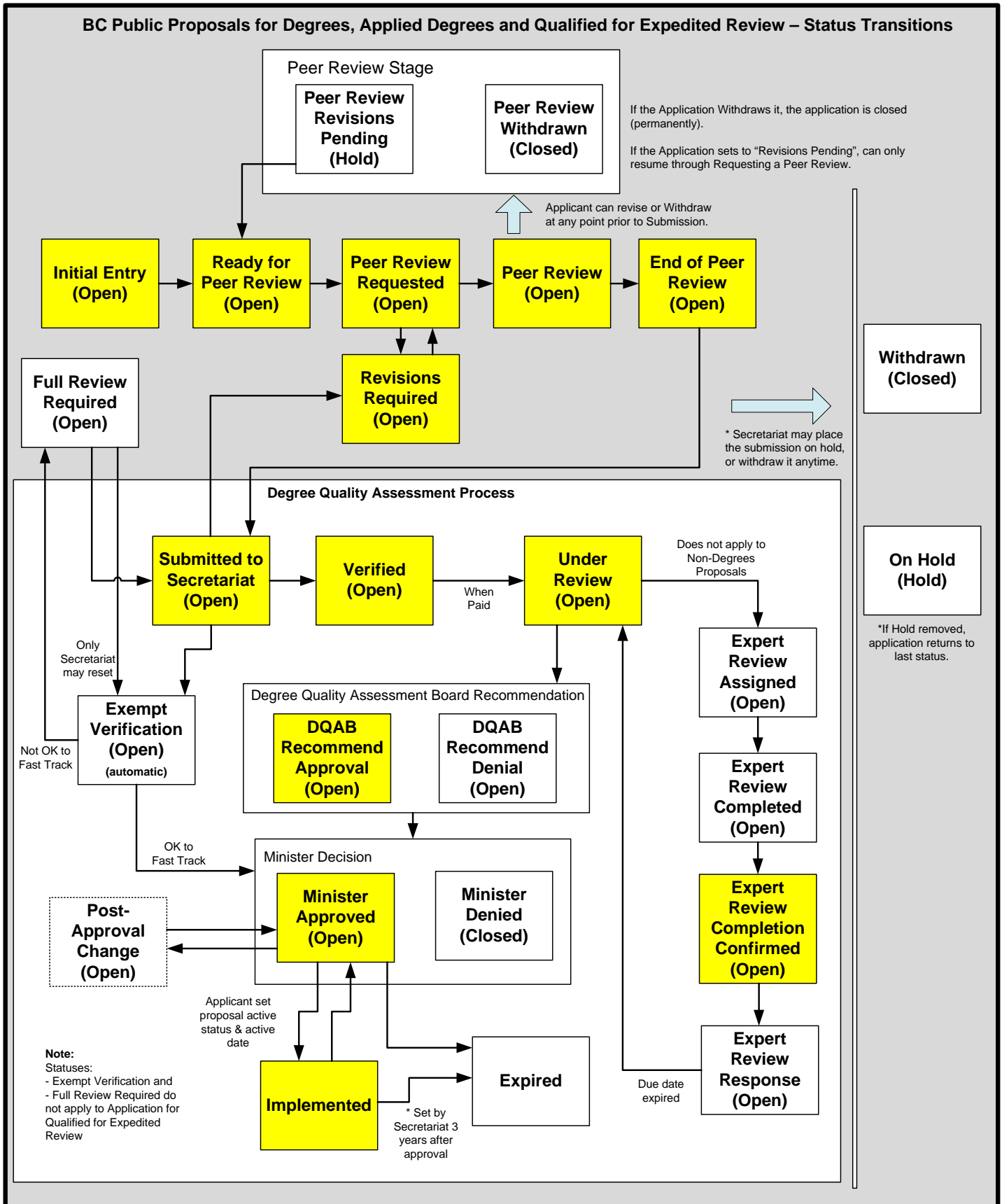
## **Application States**

An application will be in one of several states depending on the type of application, applicant actions, time in review, and Board Secretariat actions. Allowable actions are limited based on user role.

For the most part, users will not need to worry about status changes as the system manages status changes automatically, but it is useful to know the stages an application must go through before a Ministerial decision is made.

The diagram covers three types of applications:

- BC Public Degree Proposals
- BC Public Applied Degree Proposals
- BC Public Qualified for Expedited Review Proposals



Institutions that have obtained Qualified for Expedited Review to a particular degree level are eligible to submit new degree proposals at or below this degree level directly to the Minister for approval (i.e. the Board review of the application is most often waived).

NOTE: Information on the submission process for Non-Degree Proposals can be found on page 15 of this manual.

## System Basics

### Minimum Requirements

A web browser is required to access PSIPS; recommended are MS Internet Explorer version 7 or higher and Mozilla Firefox.

Most of proposal document attachments must be saved in the Adobe Acrobat Portable Document Format (PDF) to address software compatibility issues. You must have the Adobe Acrobat software installed on your system to create PDF files, or subscribe to Adobe's online PDF service. In order to view PDF files, you must have Adobe Acrobat Reader (version 4 or higher) installed.

For Institution Appendices, other document formats such as MS Excel spreadsheets and MS Word documents are also acceptable.

It is also advisable that users have and maintain current anti-virus software and updates.

### Browser Navigation Buttons

After you sign on, **use of your browser BACK and FORWARD buttons is not recommended** as their use could lead to unexpected results on the screen. For instance, after using the BACK button, the system could lose track of you as a logged in user; the screens may appear to be functioning normally, but your work may not be saved. As a rule, navigation must be performed using the links presented in the system, normally found along the top (e.g. breadcrumbs) or at the bottom of each screen (e.g. links).



However, given the nature of Internet applications, there may be times when you might encounter an error that forces you to use the BACK button to return to a screen such as "The page cannot be found (HTTP 404) error." If this happens, you may press BACK and then click on the HOME tab to return to a 'clean' screen. (See TIP below and Error message sections for further information.)

If a print copy of a screen's contents is desired, the browser's PRINT button may be used.

The use of the STOP button is not recommended as this may also lead to unexpected results on the screen.

Please log out of the system and shut down your browser when finished on the system. 'Surfing' to another page on the Internet while logged on is not recommended.

### Applicant Actions – BC Public Institutions

Applicants (Institutional Contacts) will use the system to post degree program applications and applications to obtain Qualified for Expedited Review. This section details the most common steps to posting applications, using the degree program application as an example.

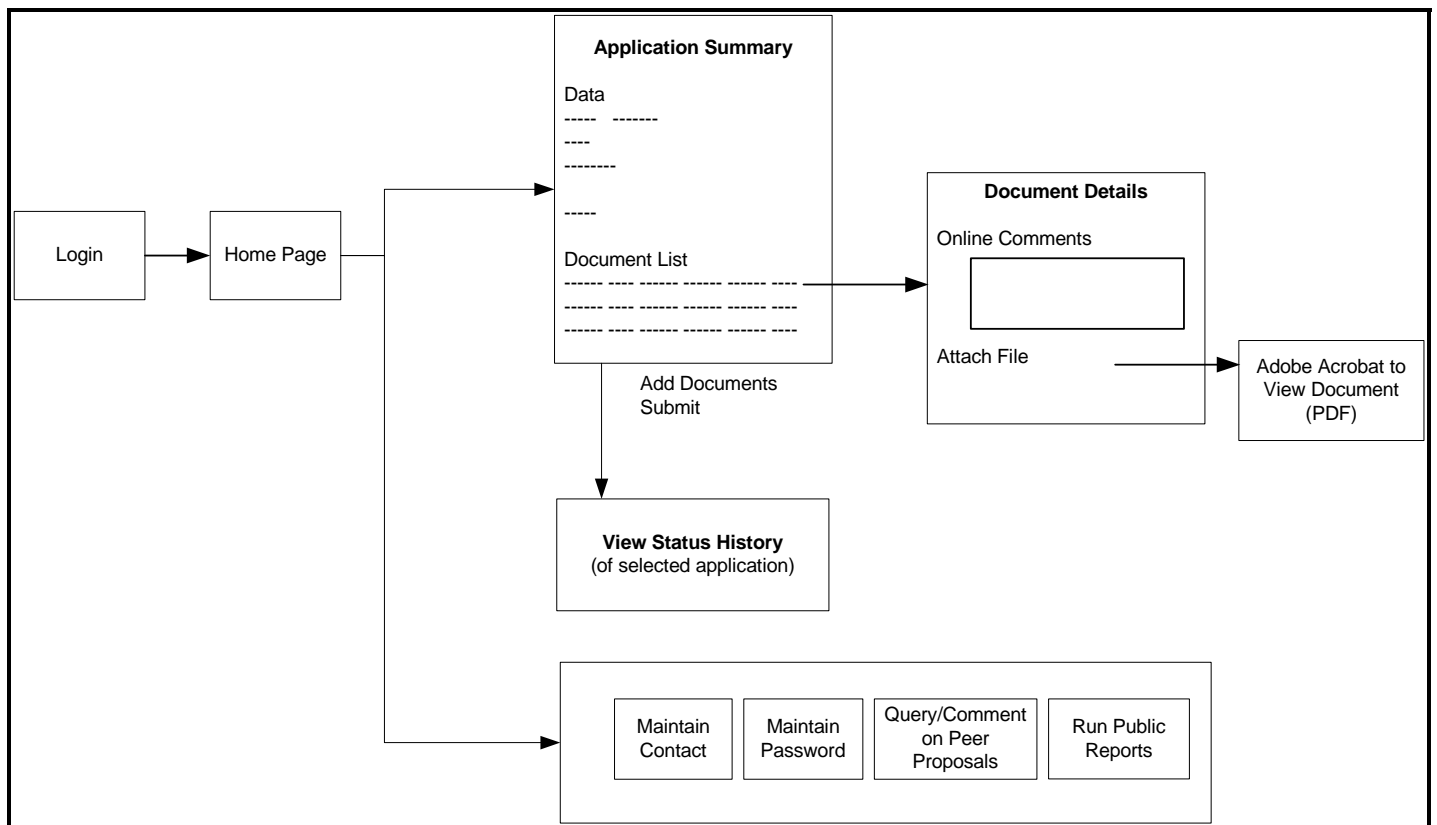
An application cannot be modified unless the Board Secretariat moves the status to “Revisions required”. If the applicant chooses to withdraw the application or put it on hold, he/she must do so by notifying the Board Secretariat in writing.

**Screen Reference**

The following diagrams outline the screen flows.

Applicant (Institutional Contact) is able to perform the following actions:

- Submit applications;
- View own application and its status history;
- Submit peer comments on proposals posted by other BC Public Institutions;
- Maintain own password and contact information and reassign user ID responsibility (in case of job change).



The following sections comprise a visual reference guide including sample screen shots of these screens with descriptions of the data and functions.

\* Note: All sample screens use illustrative data and are not actual proposals.



**Visual Reference Guide**

## How do I log in?


**Step 1:** To access the system, select the “Sign on to the Post Secondary Institution Proposal System” link on the Degree Authorization website at [www.aved.gov.bc.ca/degree-authorization](http://www.aved.gov.bc.ca/degree-authorization) or bookmark <https://www.aved.gov.bc.ca/psips/>.

The following screen will be displayed:

**Step 2:** Enter your user ID and password to begin using the system. The Home Page is the first page to display after logging in:

Proposal #	Submission	Status	Status Date	Comments Due	Payment
<a href="#">1213PBCU0001*</a>	BSc in Computer	Initial Entry	2012-Nov-19		

The Home Page is the gateway to managing your contact and organization information, creating and managing new proposals and accessing information about the proposal process.

**TIP:**  If you find yourself 'lost' in the screen navigation, you may always click the “Home” tab at the top left-hand corner of the screen to return to the Home Page.

## How do I update contact information?

**Step 1:** To access and update your contact information on the Home Menu choose the Contact Info tab and choose the Update Phone/Email link

The screenshot shows the PSIPS Home page. The 'Contact Info' menu item is highlighted with a yellow arrow. The page displays the 'Post-Secondary Institution Proposal System' header, the 'Ministry of Advanced Education' logo, and a navigation menu on the left. The main content area includes a 'Find Proposals' button, an 'Add a new proposal' dropdown menu set to 'BC Public Degree', and a 'Create' button. Below this is a table of proposals for 'Public British Columbia University'.

Proposal #	Submission	Status	Status Date	Comments Due	Payment
<a href="#">1213PBCU0001*</a>	BSc in Computer	Initial Entry	2012-Nov-19		

**Step 2:** Fill in the new information and choose the  icon. If you do not want to change your information choose the  icon.

The screenshot shows the 'Edit Phone/Email' form. The form fields for 'First Name', 'Last Name', 'Phone Number', and 'Email' are highlighted with a red box. The 'Save' and 'Cancel' buttons are visible at the bottom. The page header and navigation menu are the same as in the previous screenshot.

After saving you will be redirected back to the Home Page with a "Save Successful" notice at the top of the page.

The screenshot shows the PSIPS Home page after a successful save. A yellow arrow points to the 'Save Successful' message at the top of the main content area. The page header and navigation menu are the same as in the previous screenshots. The table of proposals is also visible.

Proposal #	Submission	Status	Status Date	Comments Due	Payment
<a href="#">1213PBCU0001*</a>	BSc in Computer	Initial Entry	2012-Nov-19		

## How do I modify my password?

**Step 1:** To change your password on the [Home Menu](#) select the [Contact Info](#) tab and then choose the [Change Password](#) link.

**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

Home    » Home    User: USER\_PBCU Organization: PBCU

Find Proposals    Add a new proposal: BC Public Degree    Create

Proposal #	Submission	Status	Status Date	Comments Due	Payment
<a href="#">1213PBCU0001*</a>	BSc in Computer	Initial Entry	2012-Nov-19		

**Step 2:** You will be redirected to the Change Password page. Follow the instructions at the top of the page.

**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

Home    » Change Password    User: USER\_PBCU Organization: PBCU

**Change Password**

**INSTRUCTIONS**  
You are about to modify the password for your institution's PSIPS account. The password must be at least eight characters and must contain at least one numeric and one upper case character.

User Name: USER\_PBCU

Current Password:

New Password:

Confirm New Password:

Save    Cancel

**Step 3:** After choosing a new password, enter the information into the fields and click the  icon. If you do not wish to change your password click the  icon. If you are successful at changing your password you will be redirected back to the Home Page with a "Save Successful" notice at the top of the page.

The screenshot shows the PSIPS Home page. At the top left is the British Columbia logo. The main header reads "Post-Secondary Institution Proposal System" and "Ministry of Advanced Education". On the right, there are links for "Logout", "Contact Us", and "Text Size". A navigation menu on the left includes "Home", "Contact Info", "Organization", "Reports", "FAQ", and "Guidelines/Templates". The main content area shows a "Save Successful" message with a yellow arrow pointing to it. Below the message is a "Find Proposals" button. To the right, there is a form to "Add a new proposal" with a dropdown menu set to "BC Public Degree" and a "Create" button. At the bottom, there is a table for "Public British Columbia University" with columns for Proposal #, Submission, Status, Status Date, Comments Due, and Payment. A single row is visible with Proposal # 1213PBCU0001\* and Submission BSc in Computer.

If you are not successful at changing your password you will be redirected to the Home Page with a notice in red at the top of the page.

This screenshot is identical to the previous one but includes a red error message at the top of the main content area. The message reads: "The new and confirm passwords do not match" and "The password must be at least eight characters and must contain at least one numeric and one upper case character." A yellow arrow points to this message. The rest of the page, including the navigation menu, "Add a new proposal" form, and the "Public British Columbia University" table, remains the same.

If you are not successful, follow the instructions in red and try again from the Change Password tab.

## How do I re-assign an Institutional Contact?

**Step 1:**

If you would like to change your Institutional Contact on the Home Menu click on the Organization tab and choose the Reassign Contact link. Follow the instructions on the page.

**BRITISH COLUMBIA**  
**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

Logout  
Contact Us  
Text Size

Home    >> Home    User: USER\_PBCU Organization: PBCU

Find Proposals    Add a new proposal: BC Public Degree    Create

Public British Columbia University

<u>Proposal #</u>	<u>Submission</u>	<u>Status</u>	<u>Status Date</u>	<u>Comments Due</u>	<u>Payment</u>
<a href="#">1213PBCU0001*</a>	BSc in Computer	Initial Entry	2012-Nov-19		

## How do I confirm organization information and attach an organization profile?

**Step 1:** If you want to change your organization information on the [Home Menu](#) choose the [Organization](#) tab and then choose the [Update My Organization](#) link.

**Step 2:** Enter the desired information into the fields, and/or attach an Organization Profile using the [Browse...](#) icon to locate the document on your computer.

**Step 3:** Once you are finished making your changes choose the [Save](#) icon. If you decide not to make any changes choose the [Cancel](#) icon.

**BRITISH COLUMBIA** **Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education

Logout  
 Contact Us  
 Text Size

» Update Organization User: USER\_PBCU Organization: PBCU

**Update Organization**

**Organization Type:** University  
**Name:** Public British Columbia University

**Operating Name:** Public British Columbia University  
**Exempt To:**

**Abbreviation:** PBCU  
**Entity Type:** Public

**Date Established (YYYY):** 2009  
**Home Country:** Canada

**With Statute?:** N  
**Home Province/State:** British Columbia

**Address:** 123 Street  
**Postal/Zip Code:** V8W 0G0

**City:** Victoria  
**Phone Number:** 250.123.4567

**Province/State:** British Columbia  
**Fax Number:** 250.123.4567

**Country:** Canada  
**Email:** PBCU@pbcu.ca

**Website:**

**Attach Profile:**  [Browse...](#)

[View](#)

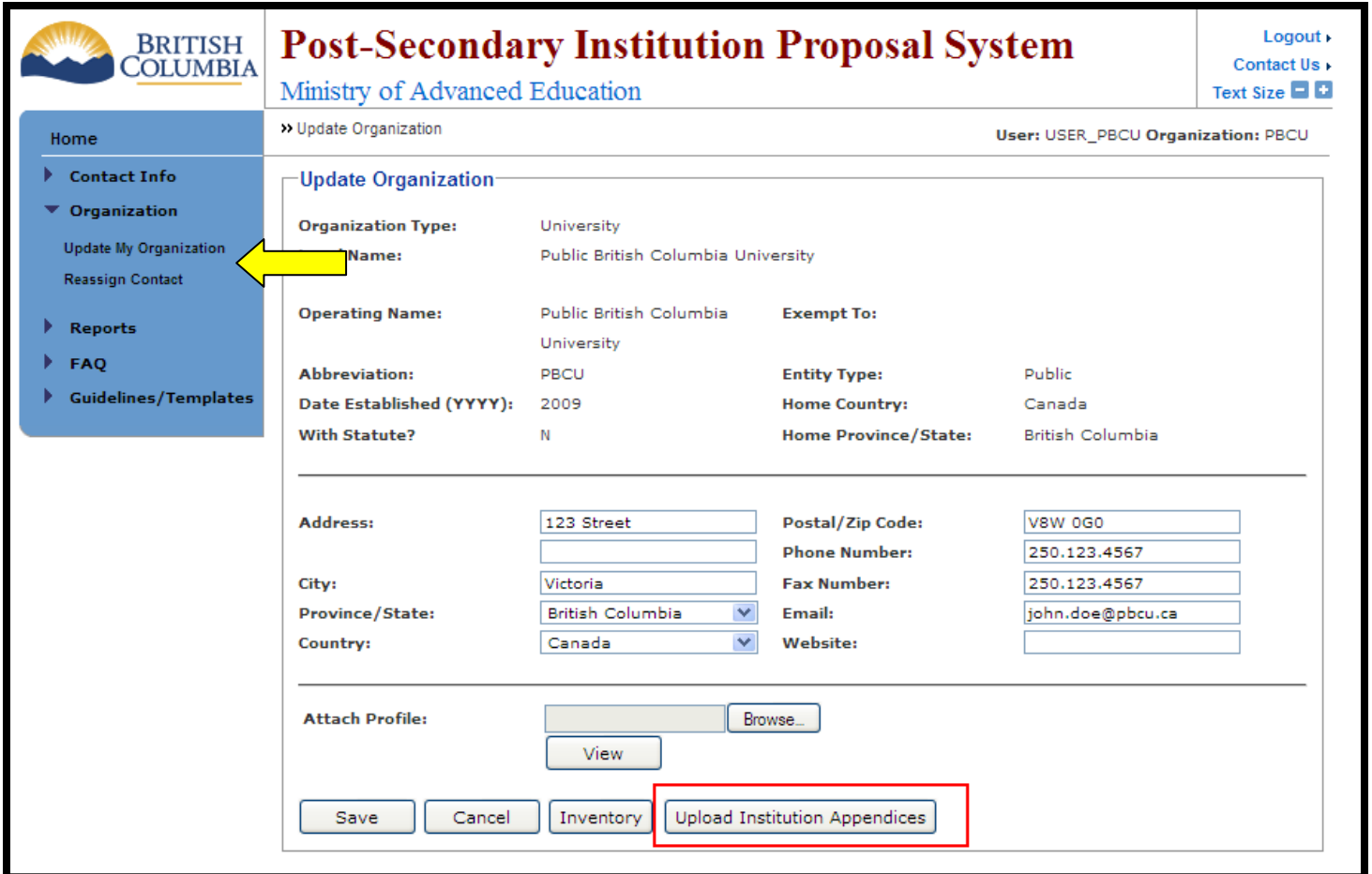
[Save](#) [Cancel](#) [Inventory](#) [Upload Institution Appendices](#)

## How do I upload Institution Appendices?

All institutions, i.e. institutions having the type 'University', 'College, Institute or Agency', 'University College Or Provincial Institute', 'Private an Out-of-Province Public', have a possibility to upload one or many appendices related to their Institution, i.e. appendices such as the financial calculation spreadsheet, Periodic Reviewed financial statements, etc. These appendices may have any proprietary format.

**Step 1:** Go to the [Home Menu](#) and choose the [Organization](#) tab then choose the [Update My Organization](#) link.

**Step 2:** Click on the  icon



**BRITISH COLUMBIA**  
**Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education

Logout  
 Contact Us  
 Text Size

Home  
 Contact Info  
 Organization  
 Update My Organization  
 Reassign Contact  
 Reports  
 FAQ  
 Guidelines/Templates

User: USER\_PBCU Organization: PBCU

Update Organization



**Update Organization**


Organization Type: University  
 Name: Public British Columbia University  
 Operating Name: Public British Columbia University  
 Exempt To:  
 Abbreviation: PBCU  
 Entity Type: Public  
 Date Established (YYYY): 2009  
 Home Country: Canada  
 With Statute? N  
 Home Province/State: British Columbia

Address: 123 Street  
 Postal/Zip Code: V8W 0G0  
 City: Victoria  
 Phone Number: 250.123.4567  
 Province/State: British Columbia  
 Fax Number: 250.123.4567  
 Country: Canada  
 Email: john.doe@pbcu.ca  
 Website:

Attach Profile:  Browse...  
 View

Save Cancel Inventory **Upload Institution Appendices**

**Step 3:** Click on the  icon to attach file. Provide any comment for the document. Click on the  icon when done.



# Post-Secondary Institution Proposal System

Ministry of Advanced Education

Logout  
Contact Us  
Text Size

Home  
Contact Info  
Organization  
Reports  
FAQ  
Guidelines/Templates

» Update Organization » Institution Appendices

User: USER\_PBCU Organization: PBCU

### Add Institutional Appendix

Attach File:

Comment


### Institutional Appendices

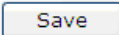
File Name	Date Submitted	Comment
-----------	----------------	---------



## How do I submit a proposal?

NOTE: Information on the submission process for Non-Degree Proposals can be found on page 20 of this manual.

**Step 1:** From the Add a new proposal dropdown menu, choose 'BC Public Degree' (or another option depending on your application) and then click the  icon.

**Step 2:** You will automatically be redirected to the Add/Edit Public Degree screen. Enter the information required for each of the fields and when you are finished choose the  icon.

Once the information has been saved a “Save Successful” notice will appear at the top of the screen and the

**Add Initial Proposal Document** icon will appear at the bottom of the screen.

The screenshot shows the 'Edit Proposal' page in the PSIPS system. At the top left, there are navigation links: >> Home >> Edit Proposal. At the top right, the user information is displayed: User: USER\_PBCU Organization: PBCU. A yellow arrow points to a blue notification bubble that says 'Save Successful'. Below this is the 'Add/Edit Public Degree' section, which contains instructions and a form with the following fields:

- Proposal #: 1213PBCU0002
- Status: Initial Entry
- Credential Level: Baccalaureate
- Transcript to be Awarded: BSc in Computer Science
- Online Delivery > 50%?: No (selected)
- Senior Governance Body Approval?: No (selected)
- Senate/Education Council Program Approval Date (YYYY/MM): 2009/11
- Board of Governors Program Approval Date (YYYY/MM): 2009/11
- Short Description of Proposal: BSc in Computer Science
- Primary Program Contact:
  - First Name: John
  - Last Name: Doe
  - Title: President
  - E-Mail Address: john.doe@pbcu.ca
  - Phone Number: 250 123-4567

At the bottom of the form, there are 'Save' and 'Cancel' buttons. Below the form is a table with columns: Description, Org, Contact, Date Posted, Comment, and Attachment Type. At the bottom left of the page, the 'Add Initial Proposal Document' button is highlighted with a red box, and a 'Withdraw' button is visible next to it.

**Step 3:** Click on the **Add Initial Proposal Document** icon to attach the proposal documents to the application.

**Step 4:** From the **Add Initial Proposal Document** screen you can attach a PDF file by selecting the **Browse...** icon to locate the proposal document on your computer.

The screenshot shows the 'Add Initial Proposal Document' form. At the top, there is a navigation bar with the British Columbia logo and the title 'Post-Secondary Institution Proposal System'. Below this is a sidebar with navigation links: Home, Contact Info, Organization, Reports, FAQ, and Guidelines/Templates. The main content area contains a text box for 'Online Comment' and an 'Attach File' section with a 'Browse...' button highlighted by a red box. The 'Attachment Type' dropdown menu is set to 'Proposal'. There are 'Submit' and 'Back' buttons at the bottom of the form.

**Step 5:** Find the PDF document on your computer in the “Look in” field and click “Open”.

**Step 6:** Once the proposal file is attached choose the attachment type (in this case “Proposal”) from the **Attachment Type** dropdown menu. Provide a short description of the attached document in the “Online Comment” field (i.e. Proposal or Appendix A – Full Course Outlines, etc).

**Step 7:** Click the **Submit** icon. Once the Proposal Document has been submitted you will automatically return to the Add/Edit Degree Program screen and a “Save Successful” notice will appear at the top of the page.

This screenshot shows the same 'Add Initial Proposal Document' form as the previous one, but now the 'Submit' button is highlighted with a red box. The 'Online Comment' text box now contains the word 'Proposal'. The 'Attach File' section shows a file path 'C:\Documents and S...' and a 'Browse...' button. The 'Attachment Type' dropdown menu is still set to 'Proposal'. The 'Submit' and 'Back' buttons are visible at the bottom.

**Step 8:** To add an appendix file choose the **Add Appendix** icon.

• Save Successful

**Add/Edit Public Degree - Public British Columbia University**

**INSTRUCTIONS**  
Please complete the data fields for your submission and click "Save Proposal Data". Next, use the links at the bottom of the page to attach the full program proposal document. **IMPORTANT:** Please note, the full program proposal will be displayed on the public Degree Granting Authorization web site for public viewing and comment once the proposal is under peer review. Any information that the applicant considers proprietary should be attached separately on PSIPS as an appendix documents. Appendices will not be posted on the public web site.

Proposal # 1213PBCU0002  
 Status Ready For Peer Review History

Credential Level

Transcript to be Awarded

Online Delivery > 50%?  Yes  No

Senior Governance Body Approval?  Yes  No

Senate/Education Council Program Approval Date (YYYY/MM)

Board of Governors Program Approval Date (YYYY/MM)

Short Description of Proposal

**Primary Program Contact**

First Name   
 Last Name   
 Title   
 E-Mail Address   
 Phone Number

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	PBCU	Hou	2012-Nov-19	Proposal	Proposal

**Step 9:** Follow the same directions for Adding an Initial Document on the Add Appendix Document screen (Steps 4-7). Repeat **Steps 8-9** to add more appendices.

**Step 10:** After submitting the appendix documents you will be redirected back to the Add/Edit screen where a "Save Successful" notice will be at the top of the page. Once the proposal document and all appendices are attached click on the  icon.

• Save Successful

Add/Edit Public Degree - Public British Columbia University

**INSTRUCTIONS**  
Please complete the data fields for your submission and click "Save Proposal Data". Next, use the links at the bottom of the page to attach the full program proposal document. **IMPORTANT:** Please note, the full program proposal will be displayed on the public Degree Granting Authorization web site for public viewing and comment once the proposal is under peer review. Any information that the applicant considers proprietary should be attached separately on PSIPS as an appendix documents. Appendices will not be posted on the public web site.

Proposal # 1213PBCU0002

Status Ready For Peer Review History

Credential Level

Transcript to be Awarded

Online Delivery > 50%?  Yes  No

Senior Governance Body Approval?  Yes  No

Senate/Education Council Program Approval Date (YYYY/MM)

Board of Governors Program Approval Date (YYYY/MM)

Short Description of Proposal

Primary Program Contact

First Name

Last Name

Title

E-Mail Address

Phone Number

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	PBCU	Hou	2012-Nov-19	Proposal	Proposal
<a href="#">Appendix</a>	PBCU	Hou	2012-Nov-19	Appendix	Appendix

**Step 11:** You will be asked to read the privacy and access to information notice on the [Submit to Secretariat](#) screen. When you are ready choose the  icon to continue.

BRITISH COLUMBIA **Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

Logout | Contact Us | Text Size

Home » Home » Comment/Upload PDF » Edit Proposal » Status Update User: USER\_PBCU Organization: PBCU

**Request for Peer Review**

You are presenting your submission to the secretariat to begin the 30-day peer review on PSIPS and public review of the application document on the Degree Granting Authorization web site. If any changes are required, your submission will be placed in status of "Revisions Required" and you will be notified by automatic e-mail. If everything is in order, your submission will be moved forward to begin the 30-day review period and you will be notified by automatic e-mail.

The new status **Effective Date** will be **2012-Nov-19** when you press the **Request Peer Review** button

**Step 12:** Click the  icon.


OPTIONAL: You have the option to add a comment by entering it into the "Online Comment" field. Once you are finished choose the  icon. Your comment will be displayed in a separate comment line below your proposal and appendices documents.

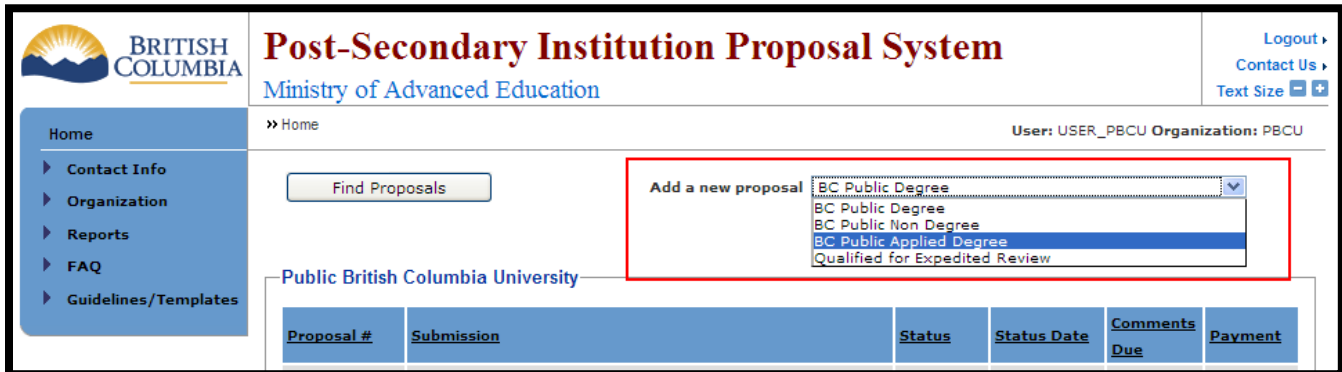
The screenshot displays the 'Post-Secondary Institution Proposal System' interface. At the top left is the British Columbia logo. The main header reads 'Post-Secondary Institution Proposal System' and 'Ministry of Advanced Education'. On the right, there are links for 'Logout', 'Contact Us', and 'Text Size'. A navigation breadcrumb shows the path: Home > Edit Proposal > Status Update > Comment/Upload PDF. The user information 'User: USER\_PBCU Organization: PBCU' is displayed. A blue sidebar on the left contains links for Home, Contact Info, Organization, Reports, FAQ, and Guidelines/Templates. A yellow arrow points to a 'Save Successful' notification. The main content area is titled 'Secretariat - Change Status - Part 2' and contains instructions for step 2 of the process, including a text area for an online comment, a file upload section with a 'Browse...' button, and a dropdown menu for 'Attachment Type' set to 'Letter'. A 'Submit' button is on the left, and a 'Back' button is on the right, highlighted with a red rectangular box.

The [View Proposal](#) screen will display a “Save Successful” notice. You may now view your submitted application but the system will not permit you to edit documents or make other changes.


## How do I submit a BC Public Applied Degree proposal?

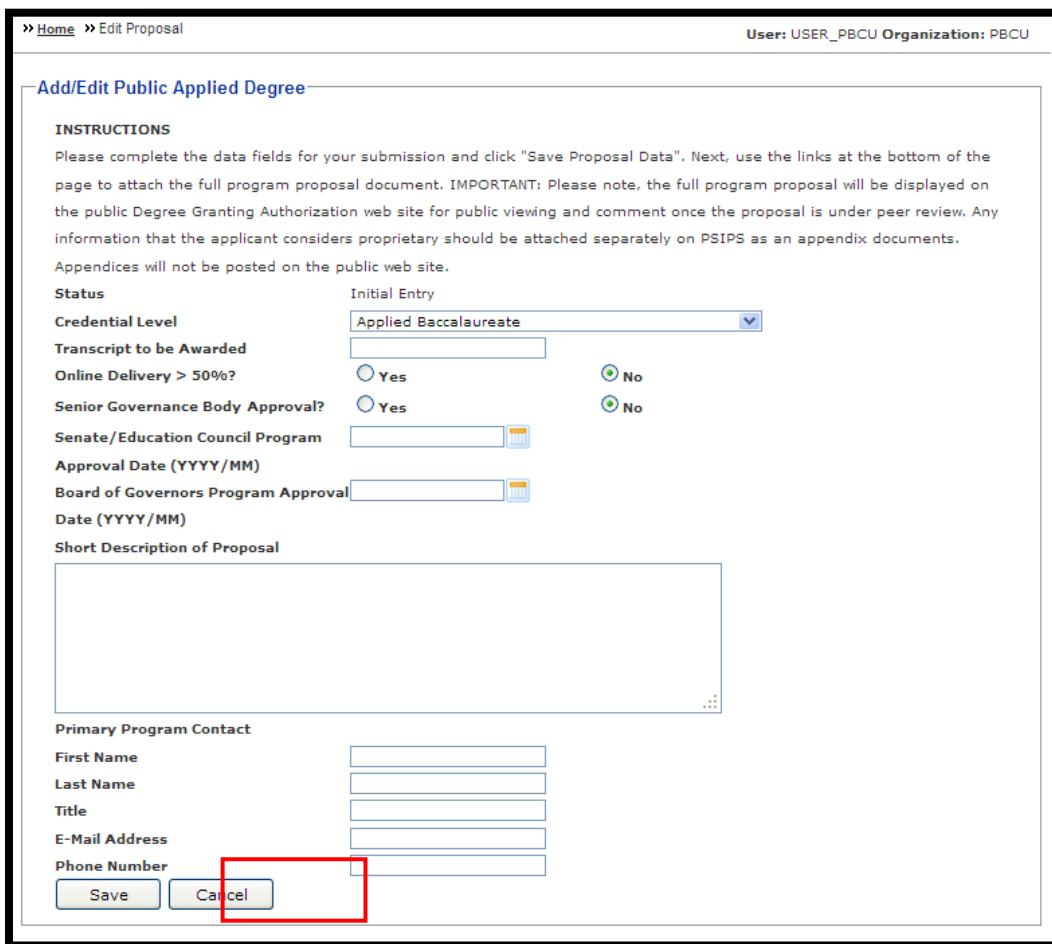
NOTE: Information on the submission process for Non-Degree Proposals can be found on page 20 of this manual.

**Step 1:** From the Add a new proposal dropdown menu, choose 'BC Public Applied Degree' (or another option depending on your application) and then click the  icon.

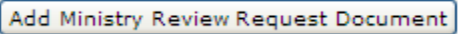



The screenshot shows the PSIPS Home page. On the left is a navigation menu with links for Home, Contact Info, Organization, Reports, FAQ, and Guidelines/Templates. The main content area has a 'Find Proposals' button and an 'Add a new proposal' dropdown menu. The dropdown menu is open, showing the following options: BC Public Degree, BC Public Non Degree, BC Public Applied Degree (highlighted), and Qualified for Expedited Review. Below the dropdown is a table with columns: Proposal #, Submission, Status, Status Date, Comments Due, and Payment. The user information at the top right indicates 'User: USER\_PBCU Organization: PBCU'.

**Step 2:** You will automatically be redirected to the Add/Edit Public Degree screen. Enter the information required for each of the fields and when you are finished choose the  icon.



The screenshot shows the 'Add/Edit Public Applied Degree' form. At the top, it says 'Home >> Edit Proposal' and 'User: USER\_PBCU Organization: PBCU'. Below this is a section titled 'Add/Edit Public Applied Degree' with 'INSTRUCTIONS' and a paragraph of text. The form contains several fields: 'Status' (Initial Entry), 'Credential Level' (Applied Baccalaureate), 'Transcript to be Awarded' (empty), 'Online Delivery > 50%?' (radio buttons for Yes and No, with No selected), 'Senior Governance Body Approval?' (radio buttons for Yes and No, with No selected), 'Senate/Education Council Program' (calendar icon), 'Approval Date (YYYY/MM)' (calendar icon), 'Board of Governors Program Approval' (calendar icon), 'Date (YYYY/MM)' (calendar icon), and 'Short Description of Proposal' (text area). At the bottom, there is a 'Primary Program Contact' section with fields for First Name, Last Name, Title, E-Mail Address, and Phone Number. The 'Save' and 'Cancel' buttons are at the bottom left, with the 'Save' button highlighted by a red box.

Once the information has been saved a "Save Successful" notice will appear at the top of the screen and the  icon will appear at the bottom of the screen



**BRITISH COLUMBIA**

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

Logout >  
Contact Us >  
Text Size - +

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Home

- > Contact Info
- > Organization
- > Reports
- > FAQ
- > Guidelines/Templates

» Home » Edit Proposal User: USER\_PBCU Organization: PBCU

**Add/Edit Public Applied Degree - Public British Columbia University**

**INSTRUCTIONS**

Please complete the data fields for your submission and click "Save Proposal Data". Next, use the links at the bottom of the page to attach the full program proposal document. **IMPORTANT:** Please note, the full program proposal will be displayed on the public Degree Granting Authorization web site for public viewing and comment once the proposal is under peer review. Any information that the applicant considers proprietary should be attached separately on PSIPS as an appendix documents. Appendices will not be posted on the public web site.

**Proposal #** 1213PBCU0001

**Status** Initial Entry History

**Credential Level** Applied Baccalaureate

**Transcript to be Awarded** BSc in Computer

**Online Delivery > 50%?**  Yes  No

**Senior Governance Body Approval?**  Yes  No

**Senate/Education Council Program** 2009/11

**Approval Date (YYYY/MM)**

**Board of Governors Program** 2009/11

**Approval Date (YYYY/MM)**

**Short Description of Proposal**

BSc In Computer Science

**Primary Program Contact**

**First Name** John

**Last Name** Doe

**Title** President

**E-Mail Address** email.address@pbcu.ca

**Phone Number** 250-1234567

Description	Org	Contact	Date Posted	Comment	Attachment Type
<div style="border: 2px solid red; display: inline-block; padding: 2px;">Add Ministry Review Request Document</div>					<input type="button" value="Withdraw"/>

**Step 3:** Click on the Add Ministry Review Request Document icon to attach the proposal documents to the application.

**Step 4:** From the Add Ministry Review Request Document screen you can attach a PDF file by selecting the Browse... icon to locate the proposal document on your computer.



**Add Ministry Review Request Document**

Please enter a description of the Ministry Review Request and attach the document's PDF file using the Browse button. You must attach a document in order to move ahead in the submission process.

**Online Comment**

**Attach File**


**Attachment Type**

Ministry Review Request

Submit Back


- Step 5:** Find the PDF document on your computer in the “Look in” field and click “Open”.
- Step 6:** Once the review request file is attached choose the attachment type (in this case “Ministry Review Request”) from the Attachment Type dropdown menu. Provide a short description of the attached document in the “Online Comment” field (i.e. Ministry Review Request – Full Course Outlines, etc).
- Step 7:** Click the  icon. Once the Proposal Document has been submitted you will automatically return to the Add/Edit Degree Program screen and a “Save Successful” notice will appear at the top of the page.
- Step 8:** Please continue the rest of the steps by following **Step 3** of “How do I submit a proposal” section.

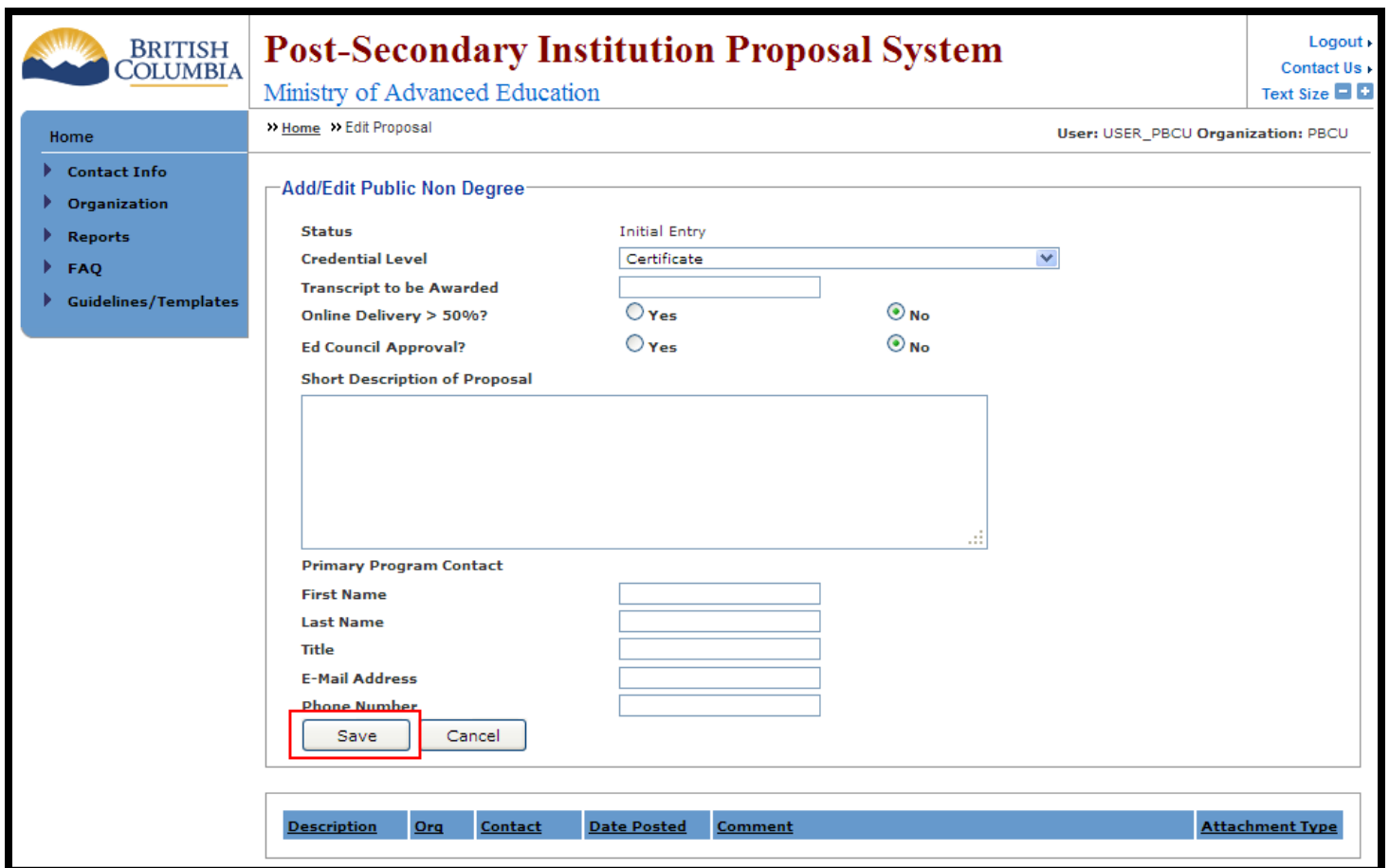
## How do I submit a Non Degree proposal?

**Step 1:** From the Add a new proposal dropdown menu, choose 'BC Public Non Degree' and then click  .

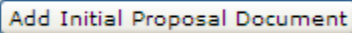


The screenshot shows the 'Post-Secondary Institution Proposal System' interface. On the left is a navigation menu with 'Home', 'Contact Info', 'Organization', 'Reports', 'FAQ', and 'Guidelines/Templates'. The main content area has a 'Find Proposals' button and an 'Add a new proposal' dropdown menu. The dropdown menu is open, showing options: 'BC Public Degree', 'BC Public Degree', 'BC Public Non Degree' (highlighted), 'BC Public Applied Degree', and 'Qualified for Expedited Review'. Below the dropdown is a table with columns: Proposal #, Submission, Status, Status Date, Comments Due, and Payment. The 'Status' column contains the text 'Peer'.

**Step 2:** You will automatically be redirected to the Add/Edit Public Non Degree screen. Enter the information required for each of the fields and when you are finished choose the  icon.



The screenshot shows the 'Add/Edit Public Non Degree' form. The navigation menu is on the left. The main content area has a breadcrumb trail: 'Home >> Edit Proposal'. The form fields include: 'Status' (dropdown), 'Initial Entry' (dropdown with 'Certificate' selected), 'Credential Level' (text input), 'Transcript to be Awarded' (text input), 'Online Delivery > 50%?' (radio buttons for Yes and No, with No selected), 'Ed Council Approval?' (radio buttons for Yes and No, with No selected), 'Short Description of Proposal' (text area), and 'Primary Program Contact' (fields for First Name, Last Name, Title, E-Mail Address, and Phone Number). The 'Save' button is highlighted with a red box. At the bottom, there is a table with columns: Description, Org, Contact, Date Posted, Comment, and Attachment Type.

Once the information has been saved a "Save Successful" notice will appear at the top of the screen and the  icon will appear at the bottom of the screen.

**BRITISH COLUMBIA** **Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education

Home » Edit Proposal User: USER\_PBCU Organization: PBCU

- **Save Successful**

**Add/Edit Public Non Degree**

Proposal # 1213PBCU0003  
 Status Initial Entry History  
 Credential Level Diploma  
 Transcript to be Awarded Diploma in Arts  
 Online Delivery > 50%?  Yes  No  
 Ed Council Approval?  Yes  No

Short Description of Proposal  
 Diploma in Arts

Primary Program Contact  
 First Name John  
 Last Name Doe  
 Title President  
 E-Mail Address john.doe@pbcu.ca  
 Phone Number 250 123-4567

Save Cancel

Description	Org	Contact	Date Posted	Comment	Attachment Type
<span>Add Initial Proposal Document</span> <span>Withdraw</span>					

**Step 3:** Click on the Add Initial Proposal Document icon to attach the proposal documents to the application.

**Step 4:** From the Add Initial Proposal Document screen you can attach a PDF file by selecting the Browse... icon to locate the proposal document on your computer.

**BRITISH COLUMBIA** **Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education

Home » Edit Proposal » Comment/Upload PDF User: USER\_PBCU Organization: PBCU

**Add Initial Proposal Document**

Please enter a description of the proposal and attach the proposal PDF file using the Browse button. You must attach a document in order to move ahead in the submission process.

Online Comment

Attach File Browse...

Attachment Type Proposal

Submit Back

**Step 5:** Find the PDF document on your computer in the “Look in” field and click “Open”.

**Step 6:** Once the proposal file is attached choose the attachment type (in this case “Application”) from the Attachment Type dropdown menu. Provide a short description of the attached document in the “Online Comment” field (i.e. Proposal).

**Step 7:** Click . Once the Proposal Document has been submitted you will automatically return to the Add/Edit Non Degree Program screen and a “Save Successful” notice will be at the top of the page.

The screenshot displays the 'Post-Secondary Institution Proposal System' interface. The header includes the British Columbia logo and the Ministry of Advanced Education. The main content area is titled 'Add Initial Proposal Document' and contains a text area for 'Online Comment' with the word 'Proposal' entered. Below this is an 'Attach File' section with a file path 'C:\Documents and Settings\...' and a 'Browse...' button. An 'Attachment Type' dropdown menu is set to 'Proposal'. A 'Submit' button is highlighted with a red box, and a 'Back' button is also visible.

**Step 8:** To add another proposal document choose the  icon.

» Home » Comment/Upload PDF » Edit Proposal User: USER\_PBCU Organization: PBCU

• **Save Successful**

**Add/Edit Public Non Degree - Public British Columbia University**

Proposal # 1213PBCU0003 History

Status Ready For Peer Review

Credential Level

Transcript to be Awarded

Online Delivery > 50%?  Yes  No

Ed Council Approval?  Yes  No

Short Description of Proposal

Primary Program Contact

First Name

Last Name

Title

E-Mail Address

Phone Number

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	PBCU	Hou	2012-Nov-19	Proposal	Proposal

**Step 9:** Follow the same directions for Adding an Initial Document on the Add More Proposal Documents screen (**Steps 4-7**). Repeat **Steps 8-9** to add more appendices.

**Post-Secondary Institution Proposal System** Logout »  
Contact Us »  
Text Size ▢ +

Ministry of Advanced Education » Home » Edit Proposal » Comment/Upload PDF User: USER\_PBCU Organization: PBCU

Home

- ▶ Contact Info
- ▶ Organization
- ▶ Reports
- ▶ FAQ
- ▶ Guidelines/Templates

**Add More Proposal Documents**

Please enter a description of the additional proposal document and attach the appropriate PDF file. This process is optional and used only if you wish to attach other documents that relate to the initial proposal document.

Online Comment

Attach File

Attachment Type


**Step 10:** After submitting the proposal documents you will be redirected back to the Add/Edit screen where a “Save Successful” notice will appear at the top of the page. Once the proposal document and all appendices are attached click on the Submit to Peers icon.

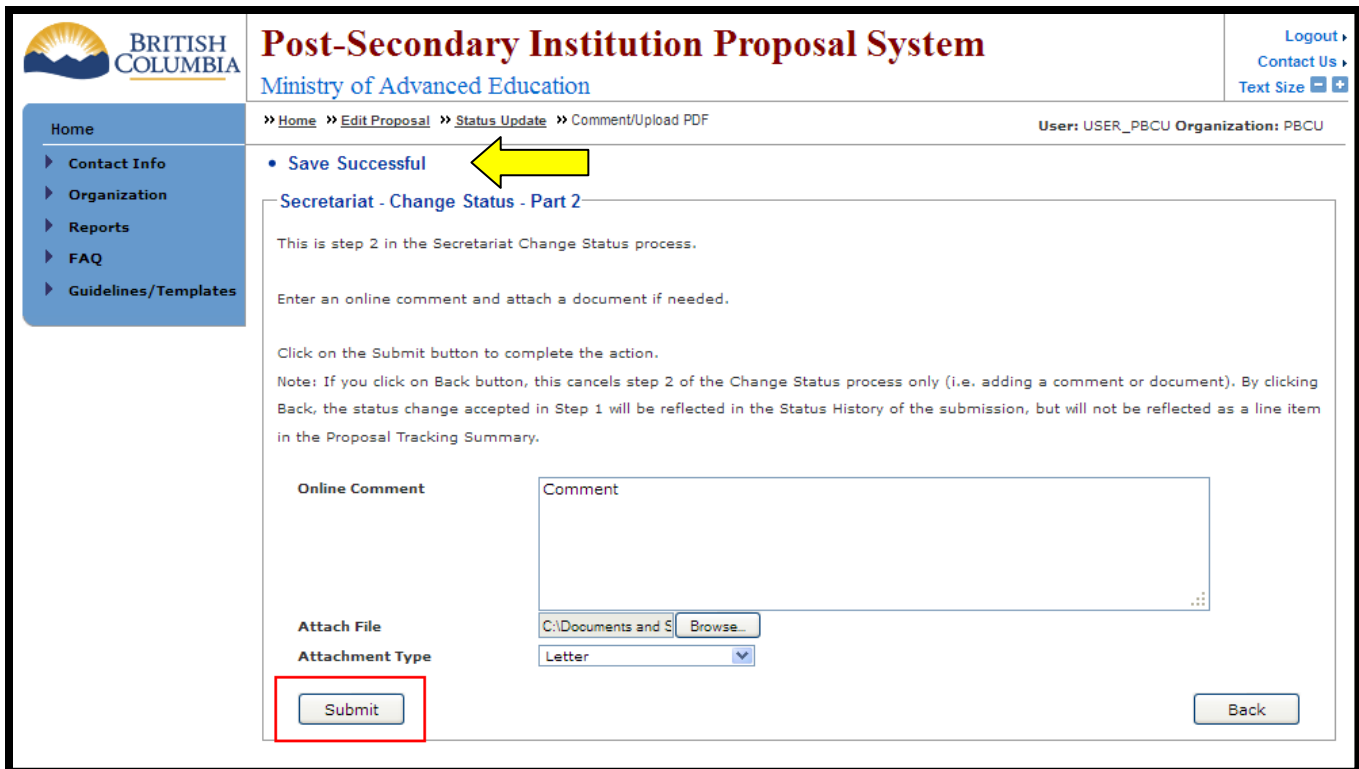
The screenshot shows the 'Edit Proposal' interface. At the top left, there is a breadcrumb trail: » Home » Comment/Upload PDF » Edit Proposal. The user information at the top right is 'User: USER\_PBCU Organization: PBCU'. A yellow arrow points to a 'Save Successful' notification at the top left. Below this is the title 'Add/Edit Public Non Degree - Public British Columbia University'. The form contains several fields: Proposal # (1213PBCU0003), Status (Ready For Peer Review), Credential Level (Diploma), Transcript to be Awarded (Diploma in Arts), Online Delivery > 50%? (radio buttons for Yes/No), Ed Council Approval? (radio buttons for Yes/No), and a Short Description of Proposal text area containing 'Diploma in Arts'. Below these are fields for Primary Program Contact: First Name (John), Last Name (Doe), Title (President), E-Mail Address (john.doe@pbcu.ca), and Phone Number (250 123-4567). At the bottom of the form are 'Save' and 'Cancel' buttons. Below the form is a table with columns: Description, Org, Contact, Date Posted, Comment, and Attachment Type. The table contains two rows of proposal data. At the bottom of the page, there are three buttons: 'Add More Proposal Documents', 'Submit to Peers' (highlighted with a red box), and 'Withdraw'.

**Step 11:** You will be asked to read the privacy and access to information notice on the Submit to Peers screen. When you are ready choose the Submit to Peers icon to continue.

The screenshot shows the 'Submit to Peers' screen. The top left features the British Columbia logo and the title 'Post-Secondary Institution Proposal System' and 'Ministry of Advanced Education'. The top right has links for 'Logout', 'Contact Us', and 'Text Size'. The breadcrumb trail is » Home » Comment/Upload PDF » Edit Proposal » Status Update. The user information is 'User: USER\_PBCU Organization: PBCU'. The main content area has the heading 'Submit to Peers' and a paragraph: 'You are about to submit a proposal to Peer Review. The proponent, peers and Secretariat will receive email notification. Click on the Submit to Peers link to continue or cancel to return.' Below this is another paragraph: 'The new status Effective Date will be 2012-Nov-19 when you press the Submit To Peers button'. At the bottom, there are two buttons: 'Submit To Peers' (highlighted with a red box) and 'Cancel'.

**Step 12:** Click the Back icon.  
 OPTIONAL: You have the option to add a comment by entering it into the “Online Comment” field. Once

you are finished choose the  icon. Your comment will be displayed in a separate comment line below your proposal and appendices documents.



The screenshot shows the 'Post-Secondary Institution Proposal System' interface. At the top left is the British Columbia logo. The main header reads 'Post-Secondary Institution Proposal System' and 'Ministry of Advanced Education'. On the right, there are links for 'Logout', 'Contact Us', and 'Text Size'. The breadcrumb trail is 'Home >> Edit Proposal >> Status Update >> Comment/Upload PDF'. A yellow arrow points to a 'Save Successful' notification. The main content area is titled 'Secretariat - Change Status - Part 2' and contains instructions for step 2 of the process, including a text area for an online comment, a file upload section, and a 'Submit' button highlighted with a red box.

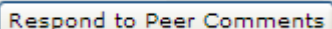
The View Proposal screen will display a “Save Successful” notice.

You may now view your submitted application but the system will not permit you to edit documents or make other changes for the 30-day peer review period. Once the 30-day period is complete the proposal status will automatically be set to “End of Peer Review” and you will receive an automatic email notification.

**Step 13:**

Once you are ready to respond to the peer comments, select the  icon.

NOTE: Even if you did not receive any peer comments, you must still select

 and follow step 14b in order to move the application forward to implementation.


» Home » Edit Proposal User: USER\_PBCU Organization: PBCU

### Add/Edit Public Non Degree - Public British Columbia University

**Proposal #** 1213PBCU0003  
**Status** End of Peer Review History  
**Credential Level** Diploma  
**Transcript to be Awarded** Diploma in Arts  
**Online Delivery > 50%?**  Yes  No  
**Ed Council Approval?**  Yes  No  
**Short Description of Proposal**  
 Diploma in Arts  
**Primary Program Contact**  
**First Name** John  
**Last Name** Doe  
**Title** President  
**E-Mail Address** john.doe@pbcu.ca  
**Phone Number** 250 123-4567

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	PBCU	Hou	2012-Sep-08	Proposal	Proposal
<a href="#">Proposal</a>	PBCU	Hou	2012-Sep-08	More proposal	Proposal
<a href="#">Comment</a>	PBCU	Hou	2012-Sep-08	Comment	Letter

**Step 14a:** If peer comments were received, enter a short description in the Online Comment field and attach the response as a PDF file by following **Steps 4-7**.


**Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education Logout  
Contact Us  
Text Size

» Home » Edit Proposal » Comment/Upload PDF User: USER\_PBCU Organization: PBCU

#### Response to Comments (non degree)

Your proposal has completed the 30 day peer review. When your institution is ready, please enter an online response to peer comments. You may also wish to attach a document (eg. a letter in response to peer comments). Your proposal cannot move forward to the implementation stage without this step.

**Online Comment**   
**Attach File** C:\Documents and S...   
**Attachment Type** Letter



**Step 14b:** If no peer comments were received, enter a short comment in the Online Comment field noting that comments were not received and click the **Submit** icon.

**Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education

Home » Edit Proposal » Comment/Upload PDF User: USER\_PBCU Organization: PBCU

**Response to Comments (non degree)**

Your proposal has completed the 30 day peer review. When your institution is ready, please enter an online response to peer comments. You may also wish to attach a document (eg. a letter in response to peer comments). Your proposal cannot move forward to the implementation stage without this step.

Online Comment: No Comments Received

Attach File:

Attachment Type: Letter

**Step 15:** After a response to comments has been posted the **Implementation** icon will appear at the bottom of the View/Edit screen. Click the **Implementation** icon to continue.

**Add/Edit Public Non Degree - Public British Columbia University**

Proposal # 1213PBCU0003

Status Response To Peer Comments

Credential Level Diploma

Transcript to be Awarded Diploma in Arts

Online Delivery > 50%?  Yes  No

Ed Council Approval?  Yes  No

Short Description of Proposal  
 Diploma in Arts

Primary Program Contact

First Name John  
 Last Name Doe  
 Title President  
 E-Mail Address john.doe@pbcu.ca  
 Phone Number 250 123-4567

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	PBCU	Hou	2012-Sep-08	Proposal	Proposal
<a href="#">Proposal</a>	PBCU	Hou	2012-Sep-08	More proposal	Proposal
<a href="#">Comment</a>	PBCU	Hou	2012-Sep-08	Comment	Letter
<a href="#">Response</a>	PBCU	Hou	2012-Nov-19	Comment to BC Public Institution	Letter

**Step 16:** Fill in all of the data entry fields on the Implementation (Non Degree) - Part 1 screen and choose the **Implementation** icon.

**Step 17:** On the Implementation (Non Degree)-Part 2 screen attach a final program proposal by following **Steps 4-7**.

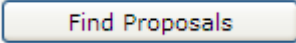
The Non-Degree Proposal can now be implemented.

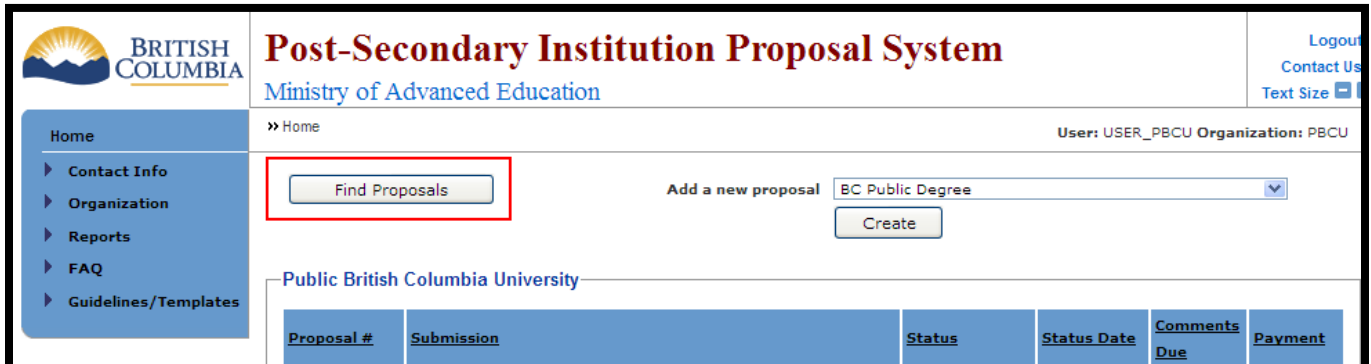
## Who will review my proposal?

Any BC Public institution and Private and Out-Of-Province Institution will review your proposal and provide comment. You can also review any BC Public institution and Private and Out-Of-Province Institution's proposal and provide peer comments.

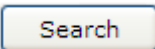
## How do I view proposal information and provide peer comments?

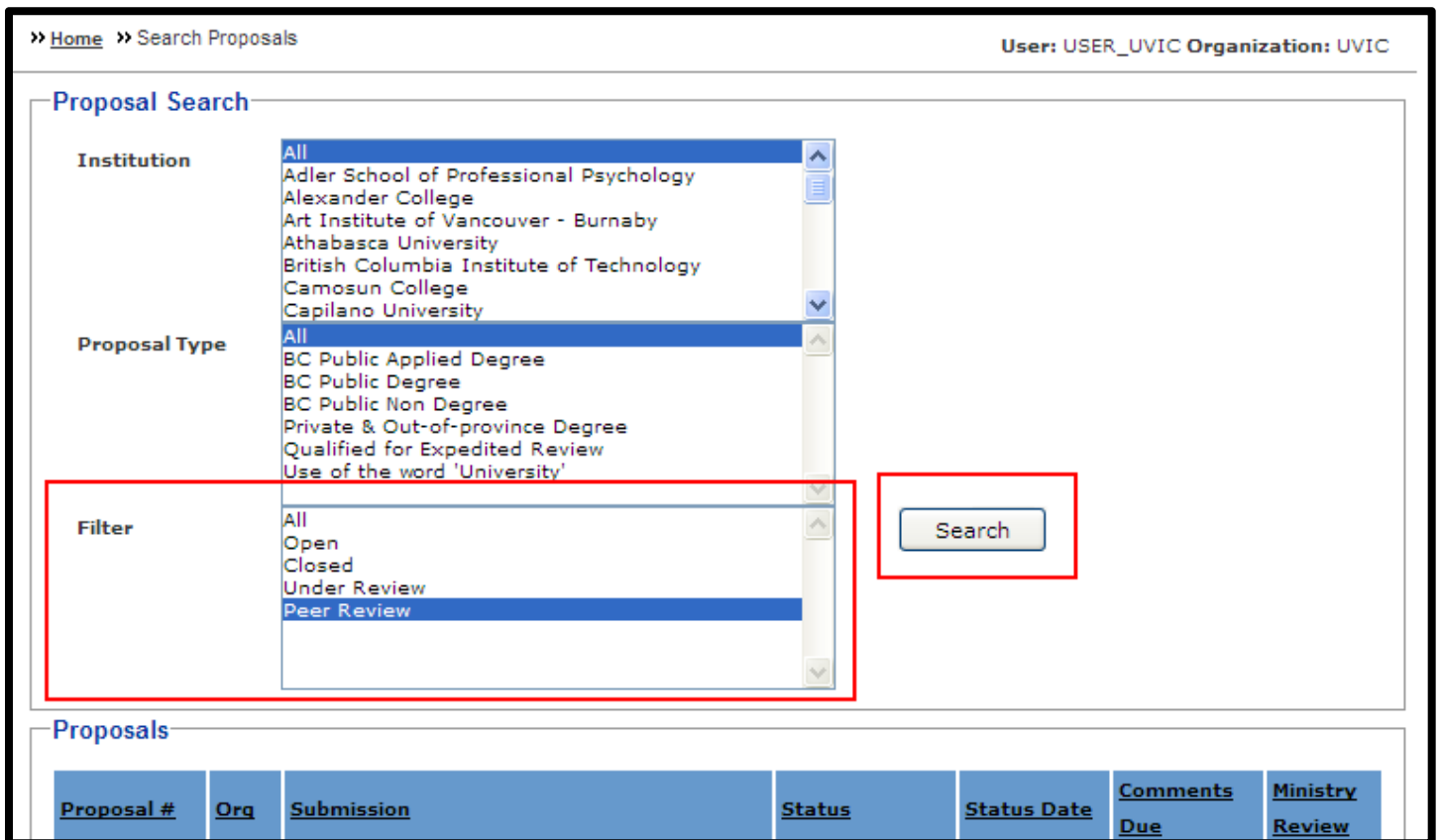
**Step 1:**

To view other institutions' proposals select the  icon.



**Step 2:**

Select Peer Review in the Filter and press  icon.



**Step 3:**

To review a proposal, appendices or comments, select the proposal link (in blue) from the Proposal # column. You will be redirected to the View Proposal screen.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

[Logout](#) ▶

[Contact Us](#) ▶

Text Size - +

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» [Home](#) » Search Proposals

User: USER\_UVIC Organization: UVIC

### Proposal Search

**Institution**

- All
- Adler School of Professional Psychology
- Alexander College
- Art Institute of Vancouver - Burnaby
- Athabasca University
- British Columbia Institute of Technology
- Camosun College
- Capilano University

**Proposal Type**

- All
- BC Public Applied Degree
- BC Public Degree
- BC Public Non Degree
- Private & Out-of-province Degree
- Qualified for Expedited Review
- Use of the word 'University'

**Filter**

- All
- Open
- Closed
- Under Review
- Peer Review

### Proposals

Proposal #	Org	Submission	Status	Status Date	Comments Due	Ministry Review
<a href="#">1213PBCU0005</a>	PBCU	Diploma in Sciences	Peer Review	2012-Nov-20	2012-Dec-20	
<a href="#">1213PBCU0004</a>	PBCU	BSc in Computer Science Gaming Option	Peer Review	2012-Nov-20	2012-Dec-20	

**Step 4:** The Attachments section is where all documents related to the proposal are listed. Under the Attachments section of the View Proposal screen, select the document you wish to view and select the link (in blue).

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

[Logout >](#)  
[Contact Us >](#)  
[Text Size - +](#)

» [Home](#) » [Search Proposals](#) » [Comment/Upload PDF](#) » [View Proposal](#)
User: USER\_UVIC Organization: UVIC

### View Public Non Degree - Public British Columbia University

Proposal #	1213PBCU0003	<a href="#">History</a>
Status	Implementation	
Credential Level	Diploma	
Transcript to be Awarded	Diploma in Arts	
Online Delivery > 50%?	N	
Ed Council Approval?	N	
Short Description of Proposal	Diploma in Arts	
<b>Primary Program Contact</b>		
First Name	John	
Last Name	Doe	
Title	President	
E-Mail Address	john.doe@pbcu.ca	
Phone Number	250 123-4567	

### Attachments

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	PBCU	Hou	2012-Sep-08	Proposal	Proposal
<a href="#">Proposal</a>	PBCU	Hou	2012-Sep-08	More proposal	Proposal
<a href="#">Comment</a>	PBCU	Hou	2012-Sep-08	Comment	Letter
<a href="#">Response</a>	PBCU	Hou	2012-Nov-19	Comment to BC Public Institution	Letter
<a href="#">Implementation</a>	PBCU	Hou	2012-Nov-19	Final Proposal document	Proposal

**Step 5:** You will be redirected to the [Review Comments](#) screen where you can click to view and print the attached PDF document by clicking on the [View](#) icon. The document will open in Adobe Acrobat.

**BRITISH COLUMBIA**

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

[Logout >](#)  
[Contact Us >](#)  
[Text Size - +](#)

» [Home](#) » [Search Proposals](#) » [View Proposal](#) » [Comment/Upload PDF](#)
User: USER\_UVIC Organization: UVIC

Home

▶ Contact Info

▶ Organization

▶ Reports

▶ FAQ

▶ Guidelines/Templates


### Review Comments

Online Comment

Proposal

[View](#)

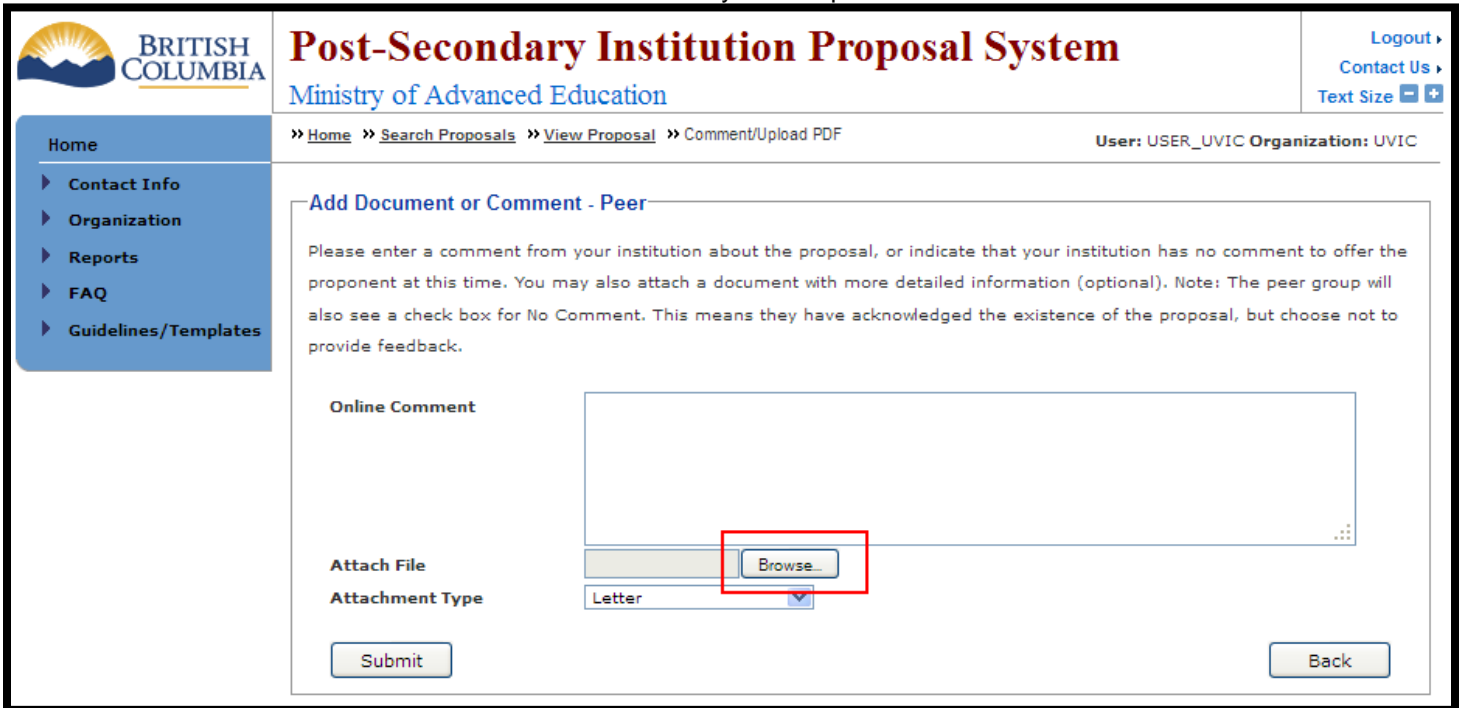
[Back](#)

**TIP:**  While viewing a document in Adobe Acrobat do not exit out of the document by closing your browser window. Instead use the browser's back button to return to PSIPS.

**Step 6:** To return to the View Proposal screen choose the  icon

**Step 7:** To add a comment select the  icon.

**Step 8:** From the Add Document or Comment – Peer screen you can attach a PDF file by selecting the  icon to locate the document on your computer.



**Step 9:** Find the PDF document on your computer in the “Look in” field and click “Open”.

**Step 10:** Once the file is attached choose the Attachment Type from the dropdown menu. Provide a short description of the attached document in the “Online Comment” field (i.e. Comment to Proposal etc).

**Step 11:** Click the  icon. After the comment has been added a “Save Successful” notice will appear at the top of the View Proposal screen.

If you prefer to not leave a comment but would like the institution to know you reviewed their proposal select the  icon and it will be noted on the View Proposal screen.

**Attachments**

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	PBCU		2012-Nov-20	Proposal	Proposal
<a href="#">Comment</a>	PBCU		2012-Nov-20	Request for Peer Review	Letter
<a href="#">No Comment</a>	UVIC		2012-Nov-20	No Comment	

## How do I replace a document if revisions are required?

**Step 1:** To add a revised proposal document select the proposal link (in blue with a \*) from the Proposal # column. You will be redirected to the View Proposal screen.

BRITISH COLUMBIA  
Post-Secondary Institution Proposal System  
Ministry of Advanced Education

User: USER\_PBCU Organization: PBCU

Find Proposals      Add a new proposal: BC Public Degree      Create

Public British Columbia University

Proposal #	Submission	Status	Status Date	Comments Due	Payment
<a href="#">1213PBCU0006*</a>	BSc in Computer Science	Ready For Peer Review	2012-Nov-20		
<a href="#">1213PBCU0005*</a>	Diploma in Sciences	Peer Review: Revisions Pending	2012-Nov-20		
<a href="#">1213PBCU0004</a>	BSc in Computer Science Gaming Option	Peer Review	2012-Nov-20	2012-Dec-20	
<a href="#">1213PBCU0003</a>	Diploma in Arts	Implementation	2012-Nov-19		
<a href="#">1213PBCU0002</a>	BSc in Computer Science	Peer Review Requested	2012-Nov-19		
<a href="#">1213PBCU0001</a>	BSc in Computer	Peer Review Requested	2012-Nov-20		

**Step 2:** The Attachments section is where all documents related to the proposal are listed. Under the Attachments section of the View Proposal screen, select the document you wish to replace and select the link (in blue).

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	PBCU		2012-Nov-20	Initial Proposal Document	Proposal
<a href="#">Appendix</a>	PBCU		2012-Nov-20	Appendix 1	Appendix
<a href="#">Appendix</a>	PBCU		2012-Nov-20	Appendix 2	Appendix

**Step 3:** From the Revised Document screen you can attach a revised PDF file by selecting the **Browse...** icon.

Review Comments

Online Comment: Appendix

Attach File: **Browse...**

Attachment Type: Appendix

Submit    View    Delete    Back

**Step 4:** Find the revised PDF document on your computer in the "Look in" field and click "Open".

**Step 5:** Once the revised file is attached confirm the attachment type (in this case “Application”) from the Attachment Type dropdown menu. Provide a short description of the attached document in the “Online Comment” field (i.e. Revised Proposal or Revised Appendix A – Full Course Outlines, etc).

**Step 6:** Click the  icon.

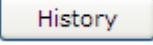
You will be redirected to the Add/Edit screen with a “Save Successful” notice at the top.

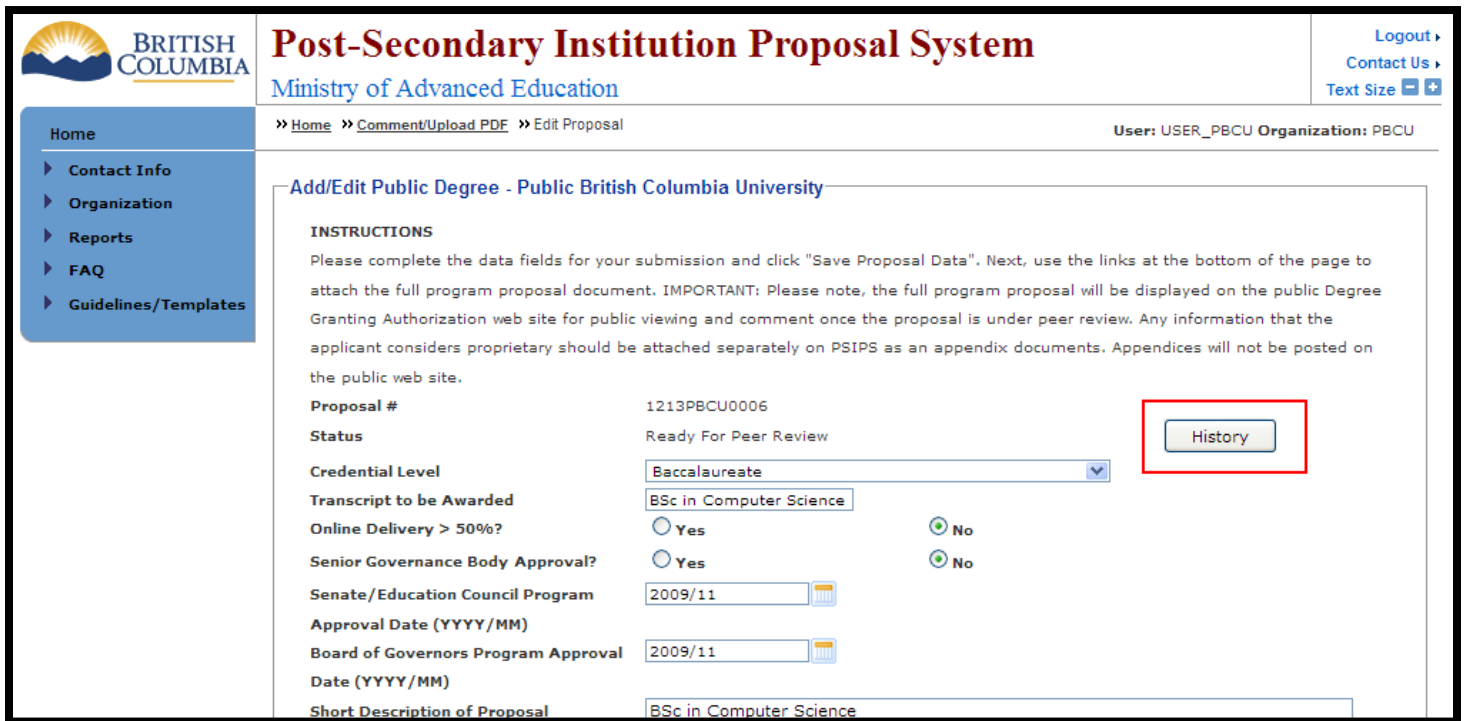
The screenshot displays the 'Post-Secondary Institution Proposal System' interface. At the top left is the 'BRITISH COLUMBIA' logo. The main header reads 'Post-Secondary Institution Proposal System' and 'Ministry of Advanced Education'. On the right, there are links for 'Logout', 'Contact Us', and 'Text Size'. A breadcrumb trail shows 'Home >> Comment/Upload PDF >> Edit Proposal'. The user information is 'User: USER\_PBCU Organization: PBCU'. A blue navigation menu on the left includes 'Home', 'Contact Info', 'Organization', 'Reports', 'FAQ', and 'Guidelines/Templates'. A yellow arrow points to a 'Save Successful' message in a blue notification box. Below this, the page title is 'Add/Edit Public Degree - Public British Columbia University'. The 'INSTRUCTIONS' section contains text about completing data fields and attaching documents. At the bottom, the 'Proposal #' is '1213PBCU0006'.



## How do I view the status history of a proposal?

**Step 1:**

To review the status history of a proposal, select the  icon on the [View Proposal](#) screen.

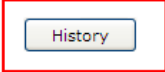


**BRITISH COLUMBIA** **Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education

Home » Comment/Upload PDF » Edit Proposal User: USER\_PBCU Organization: PBCU

**Add/Edit Public Degree - Public British Columbia University**

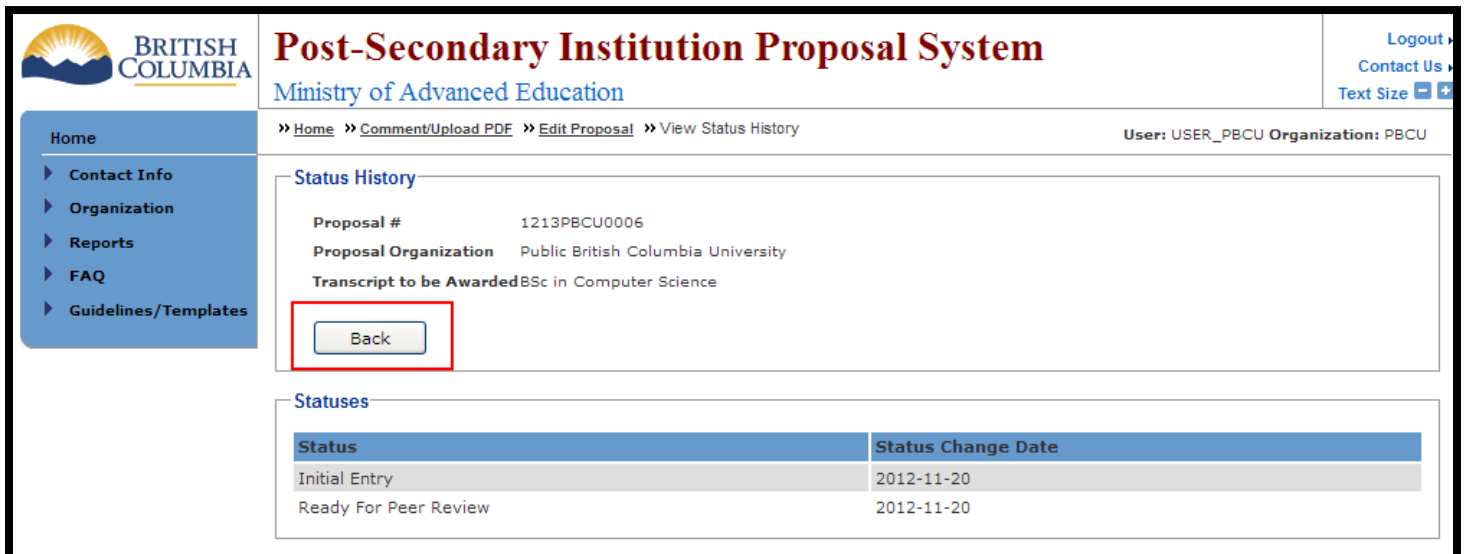
**INSTRUCTIONS**  
 Please complete the data fields for your submission and click "Save Proposal Data". Next, use the links at the bottom of the page to attach the full program proposal document. IMPORTANT: Please note, the full program proposal will be displayed on the public Degree Granting Authorization web site for public viewing and comment once the proposal is under peer review. Any information that the applicant considers proprietary should be attached separately on PSIPS as an appendix documents. Appendices will not be posted on the public web site.

Proposal # 1213PBCU0006  
 Status Ready For Peer Review 

Credential Level   
 Transcript to be Awarded   
 Online Delivery > 50%?  Yes  No  
 Senior Governance Body Approval?  Yes  No  
 Senate/Education Council Program   
 Approval Date (YYYY/MM)  
 Board of Governors Program Approval   
 Date (YYYY/MM)  
 Short Description of Proposal

**Step 2:**

To return to the [View Proposal](#) screen from the [Status History](#) screen select the  icon.

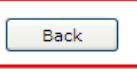


**BRITISH COLUMBIA** **Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education

Home » Comment/Upload PDF » Edit Proposal » View Status History User: USER\_PBCU Organization: PBCU

**Status History**

Proposal # 1213PBCU0006  
 Proposal Organization Public British Columbia University  
 Transcript to be Awarded BSc in Computer Science



**Statuses**

Status	Status Change Date
Initial Entry	2012-11-20
Ready For Peer Review	2012-11-20

## How do I provide response to a proposal with “Expert Review Completion Confirmed” status?

The Expert Review process has been introduced in 2012. The general idea is to provide additional audit for proposals which have reached the Under Review status. During the Expert Review process a proposal will undergo a review by a team of experts assigned by the Secretariat. A deadline for the review is defined by the Review Due date, which is set by Secretariat at the initial point and may be changed by the Secretariat later.

When experts finish their job and upload an expert review document, the Secretariat confirms that review is completed. At this point a notification is sent to a proponent by e-mail saying that the proponent has to provide a response in a form of comments or a PDF document. As soon as it is done, the expert review process is considered as completed, and the next day the proposal will return to the *Under Review* status. This transition is also followed by an e-mail notifying that the proposal has successfully completed the Expert Review process and will be reviewed by the Degree Quality Assessment Board at its next available meeting

Note that if the Review Due date is expired no actions can be done to a proposal unless the Secretariat extends the date manually.

Steps below describe in details how a proponent can submit a response to expert review results.

**Step 1:** On your home page, click on any proposal number with have “Expert Review Completion Confirmed” status.

The screenshot shows the 'Post-Secondary Institution Proposal System' interface. The header includes the British Columbia logo and 'Ministry of Advanced Education'. A navigation menu on the left lists 'Home', 'Contact Info', 'Organization', 'Reports', 'FAQ', and 'Guidelines/Templates'. The main content area shows a 'Find Proposals' button and an 'Add a new proposal' dropdown menu set to 'Private & Out-of-province Degree'. Below this is a table titled 'Private Out-of Province Public University' with columns: Proposal #, Submission, Status, Status Date, Comments Due, Payment, and Expiry Date. The table contains four rows of data, with the first row (proposal 1213POPPU0004) highlighted in red. The status for this row is 'Expert Review Completion Confirmed'.

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0004</a>	Expedited Review	Expert Review Completion Confirmed	2012-Nov-29		Received	
<a href="#">1213POPPU0003</a>	BSc in Computer Science	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	
<a href="#">1213POPPU0002</a>	Bachelor of Science	Under Review	2012-Nov-20	2012-Dec-20	Received	
<a href="#">1213POPPU0001</a>	BSc in Computer Science Gaming Option	Implemented	2012-Nov-28		Received	

**Step 2:** Review all comments provided by expert reviewer. Those documents are labelled “Expert Review Document”.

**Step 3:** Once you have reviewed documents, scroll to the bottom of the proposal detail page and click on the [Upload Expert Review Response](#) button.

**Step 4:** Provide comment in the “Online Comment” field. If your comment is more than 1000 words, please add your comment as an attachment by clicking on the “Browse” button. Click “Submit” button to add the comment.

**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

Logout  
Contact Us  
Text Size

» Home » View Proposal » Comment/Upload PDF      User: USER\_POPPU Organization: POPPU

**Upload Expert Review Response**

Proponent can now upload a response or add a comment for the document.

Online Comment

Attach File

Attachment Type: Expert Review Response

Submit      Back

**Step 5:** Once you have submitted your comment, the proposal will change to the status of “Expert Review Response”.

### **How do I withdraw a proposal?**


An application may be withdrawn at any time. The applicant must contact the Board Secretariat in writing to request the application be withdrawn.

### **How do I put a proposal on hold?**

An application may be put on hold at any time. The applicant must contact the Board Secretariat in writing to request the application be put on hold. Applications can be put on hold for a maximum of two years after which the application will be automatically withdrawn by the Board Secretariat. Institutions wishing to proceed with an application once it has been withdrawn must re-apply by creating a new proposal in PSIPS.

### **How do I view my invoice?**

If you chose not to print the invoice at the time of submission or if you would like to print an additional copy of your invoice go to the Home Page and click on the appropriate “Invoice” link (in red) under the Payment column. Please note your invoice is only available on PSIPS until payment has been processed by the Ministry.



# Post-Secondary Institution Proposal System

Ministry of Advanced Education

Logout >

Contact Us >

Text Size - +

Home

▶ Contact Info

▶ Organization

▶ Reports

▶ FAQ

▶ Guidelines/Templates

» Home User: USER\_PBCU Organization: PBCU

Find Proposals

Add a new proposal

BC Public Degree

▼

Create

**Public British Columbia University**

Proposal #	Submission	Status	Status Date	Comments Due	Payment
<a href="#">1213PBCU0006*</a>	BSc in Computer Science	Ready For Peer Review	2012-Nov-20		
<a href="#">1213PBCU0005</a>	Diploma in Sciencs	Implementation	2012-Nov-20		
<a href="#">1213PBCU0004</a>	BSc in Computer Science Gaming Option	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>
<a href="#">1213PBCU0003</a>	Diploma in Arts	Implementation	2012-Nov-19		
<a href="#">1213PBCU0002</a>	BSc in Computer Science	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>
<a href="#">1213PBCU0001</a>	BSc in Computer	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>

## How do I report the implementation status of an approved proposal?

**Step 1:** In the Home page, click on any proposal's blue link which status is Minister Approved.

**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

User: USER\_PBCU Organization: PBCU

Find Proposals      Add a new proposal      BC Public Degree      Create

Public British Columbia University

Proposal #	Submission	Status	Status Date	Comments Due	Payment
<a href="#">1213PBCU0008*</a>	BSc in Computer Science Art Option	Ready For Peer Review	2012-Nov-20		
<a href="#">1213PBCU0007*</a>	BSc in Computer Science AI Option	Ready For Peer Review	2012-Nov-20		
<a href="#">1213PBCU0006</a>	BSc in Computer Science	Withdrawn	2012-Nov-20		
<a href="#">1213PBCU0005</a>	Diploma in Sciences	Under Review	2012-Nov-20		
<a href="#">1213PBCU0004</a>	BSc in Computer Science Gaming Option	Under Review	2012-Nov-20		Received
<a href="#">1213PBCU0002</a>	BSc in Computer Science	Minister Approved	2012-Nov-20		Received
<a href="#">1213PBCU0001</a>	BSc in Computer	Minister Approved	2012-Nov-20		Received

**Step 2:** In the proposal information page, change the Active pull down menu to Yes and fill in the date. Click on the **Save** icon to apply the change.

**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

User: USER\_PBCU Organization: PBCU

View Proposal

View Public Degree - Public British Columbia University

Proposal # 1213PBCU0002      Status Minister Approved      History

Payment Date Nov 20, 2012

Credential Level Baccalaureate

Transcript to be Awarded BSc in Computer Science

Online Delivery > 50%? N

Senior Governance Body Approval? N

Senate/Education Council Program 2009/09

Approval Date (YYYY/MM) 2009/09

Board of Governors Program 2009/09

Approval Date (YYYY/MM) 2009/09

Short Description of Proposal BSc in Computer Science

Primary Program Contact

First Name John

Last Name Doe

Title President

E-Mail Address john.doe@pbcu.ca

Phone Number 250 123-4567


Active Yes      Active Since 2012/11/20

Save      Cancel

Attachments

Description	Org	Contact	Date Posted	Comment	Attachment Type
-------------	-----	---------	-------------	---------	-----------------

**Step 3:** The proposal should now have the status of Implemented.



**BRITISH COLUMBIA**

## Post-Secondary Institution Proposal System

Ministry of Advanced Education

Logout >

Contact Us >

Text Size - +

Home

> Contact Info

> Organization

> Reports

> FAQ


> Guidelines/Templates

>> Home >> View Proposal

User: USER\_PBCU Organization: PBCU

• Save Successful

**View Public Degree - Public British Columbia University**

Proposal #	1213PBCU0002	<a href="#">History</a>
Status	Implemented	
Payment Date	Nov 20, 2012	
Credential Level	Baccalaureate	
Transcript to be Awarded	BSc in Computer Science	
Online Delivery > 50%?	N	
Senior Governance Body Approval?	N	
Senate/Education Council Program	2009/09	
Approval Date (YYYY/MM)		
Board of Governors Program	2009/09	
Approval Date (YYYY/MM)		
Short Description of Proposal	BSc in Computer Science	
Primary Program Contact		
First Name	John	
Last Name	Doe	
Title	President	
E-Mail Address	john.doe@pbcu.ca	
Phone Number	250 123-4567	
Active	<input type="text" value="Yes"/>	
Active Since	<input type="text" value="2012/11/20"/> 	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

## **When will my proposal expire?**

Proposals of any type can be transferred to the *Expired* status by Secretariat manually. Normally it happens when a proposal has spent a significant amount of time in one of the following states:

- *Ministerial Consent*
- *Minister Approved*
- *Post Consent Change*

This means that the proposal has not been implemented yet and is unlikely to be implemented in the future. For how to set a proposal as implemented refer to the "*How do I report the implementation status of an approved proposal?*" section.

Here is a brief description of how expiration notifications are dispatched:

- As soon as the proposal has spent 2 years in the *Ministerial Consent* phase, an e-mail is sent to a proponent and members of Secretariat, notifying them that the proposal is about to expire within one year.
- The next expiration notification is sent 6 month later, if the proposal is still in the *Ministerial Consent* state, and a proponent has not submitted a renewal document. The e-mail is also sent to a proponent and the Secretariat.
- The final notification comes out 3 years after the approval date if the proposal is in the *Minister Approved* state or 3 years after the status change date for proposals in the *Ministerial Consent* state. It is also sent to a proponent and the Secretariat.

## How do I add a Program in the Inventory Report?

The Inventory functionality allows users to add or update all other programs program they may offer, even if they received Ministry approval prior to the implementation of PSIPS. Any Credential which are not being offered but approved by Ministry will need to be entered as well.

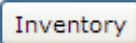
**Step 1:** If you want to update your program, on the Home Menu choose the Organization tab and then choose the Update My Organization link.

**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

User: USER\_PBCU Organization: PBCU

Find Proposals      Add a new proposal: BC Public Degree      Create

Proposal #	Submission	Status	Status Date	Comments Due	Payment
<a href="#">1213PBCU0007*</a>	BSc in Computer Science AI Option	Ready For Peer Review	2012-Nov-20		
<a href="#">1213PBCU0006*</a>	BSc in Computer Science	Ready For Peer Review	2012-Nov-20		
<a href="#">1213PBCU0005</a>	Diploma in Sciencs	Implementation	2012-Nov-20		
<a href="#">1213PBCU0004</a>	BSc in Computer Science Gaming Option	Submitted to	2012-Nov-20		<a href="#">Invoice</a>

**Step 2:** Click on the  icon.

**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

User: USER\_PBCU Organization: PBCU

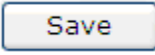
Update Organization

Organization Type: University  
 Legal Name: Public British Columbia University  
 Operating Name: Public British Columbia University Exempt To:  
 Abbreviation: PBCU Entity Type: Public  
 Date Established (YYYY): 2009 Home Country: Canada  
 With Statute? N Home Province/State: British Columbia

Address: 123 Street Postal/Zip Code: V8W 0G0  
 City: Victoria Phone Number: 250.123.4567  
 Province/State: British Columbia Fax Number: 250.123.4567  
 Country: Canada Email: john.doe@pbcu.ca  
 Website:

Attach Profile:



**Step 3:** In the Edit Program page, enter your program information with current active status. If you checked  **Yes** in Active field, you need to fill the Active Since date. Click  icon to save the change.



The screenshot shows the 'Edit Program' page in the Post-Secondary Institution Proposal System. The page header includes the British Columbia logo and the system title. A navigation menu on the left lists 'Home', 'Contact Info', 'Organization', 'Reports', 'FAQ', and 'Guidelines/Templates'. The main content area contains the following fields and controls:

- Submission:** A text input field.
- Ministry Approval:** A text input field with a calendar icon.
- Date:** A text input field with a calendar icon.
- Active:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Active Since:** A text input field with a calendar icon.
- Buttons:** 'Save', 'Cancel', and 'Back' buttons.

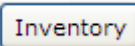
At the top right of the page, there are links for 'Logout', 'Contact Us', and 'Text Size'.

## How do I modify a Program in the Inventory Report?

**Step 1:** If you want to update your program, on the Home Menu choose the Organization tab and then choose the Update My Organization link.

The screenshot shows the PSIPS Home page. The left sidebar menu has 'Organization' expanded, and 'Update My Organization' is highlighted with a yellow arrow. The main content area shows a 'Find Proposals' button, an 'Add a new proposal' dropdown menu set to 'BC Public Degree', and a 'Create' button. Below this is a table of proposals for 'Public British Columbia University'.

Proposal #	Submission	Status	Status Date	Comments Due	Payment
<a href="#">1213PBCU0007*</a>	BSc in Computer Science AI Option	Ready For Peer Review	2012-Nov-20		
<a href="#">1213PBCU0006*</a>	BSc in Computer Science	Ready For Peer Review	2012-Nov-20		
<a href="#">1213PBCU0005</a>	Diploma in Sciences	Implementation	2012-Nov-20		
<a href="#">1213PBCU0004</a>	BSc in Computer Science Gaming Option	Submitted to	2012-Nov-20		<a href="#">Invoice</a>

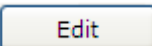
**Step 2:** Click on the  icon.

The screenshot shows the 'Update Organization' page. The 'Inventory' button at the bottom is highlighted with a red box. The page contains various form fields for organization details.

**Organization Type:** University  
**Legal Name:** Public British Columbia University  
**Operating Name:** Public British Columbia University  
**Abbreviation:** PBCU  
**Date Established (YYYY):** 2009  
**With Statute?:** N  
**Exempt To:**  
**Entity Type:** Public  
**Home Country:** Canada  
**Home Province/State:** British Columbia

**Address:** 123 Street  
**Postal/Zip Code:** V8W 0G0  
**City:** Victoria  
**Province/State:** British Columbia  
**Country:** Canada  
**Phone Number:** 250.123.4567  
**Fax Number:** 250.123.4567  
**Email:** john.doe@pbcu.ca  
**Website:**

**Attach Profile:**

**Step 3:** Click on the  icon beside any of the program you want to edit. To edit a proposal, click on the proposal number (in blue).

**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

Home » Update Organization » Edit Program Credentials User: USER\_PBCU Organization: PBCU

**Edit Program**

Submission:  Ministry Approval Date:

Active:  Yes  No Date:

Active Since:

**Programs**

Institution	Proposal#	Submission	Ministry Approval Date	Active	Active Since	
Public British Columbia University		BSc in Asian Culture Study	Nov 15, 1991	N		<input type="button" value="Edit"/>
Public British Columbia University		BSc in Biology	Jul 1, 1994	Y	Aug 1, 1994	<input type="button" value="Edit"/>
Public British Columbia University		BSc in Chemistry	Nov 1, 1994	Y	Dec 1, 1994	<input type="button" value="Edit"/>
Public British Columbia University	<a href="#">1213PBCU0001</a>	BSc in Computer	Nov 20, 2012	N		
Public British Columbia University		BSc in Computer Music	Nov 2, 1992	N		<input type="button" value="Edit"/>
Public British Columbia University	<a href="#">1213PBCU0002</a>	BSc in Computer Science	Nov 20, 2012	Y	Nov 20, 2012	
Public British Columbia University		BSc in Physics	Jun 1, 1995	Y	Jun 15, 1995	<input type="button" value="Edit"/>

**Step 3:** In the Edit Program page, enter your program information with current active status. If you checked Yes with Active field, you need to fill the Active Since date. Click  icon to save the change.

**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

Home » Update Organization » Edit Program Credentials User: USER\_PBCU Organization: PBCU

**Edit Program**

Submission:  Ministry Approval Date:

Active:  Yes  No Date:

Active Since:

**Programs**

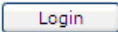
Institution	Proposal#	Submission	Ministry Approval Date	Active	Active Since
-------------	-----------	------------	------------------------	--------	--------------

## Error Messages

### Log-in Errors

If you incorrectly enter your user name or password, the following screen will appear:

The screenshot displays the login interface for the Post-Secondary Institution Proposal System. At the top left is the British Columbia logo. The main header reads "Post-Secondary Institution Proposal System" and "Ministry of Advanced Education". On the right, there are links for "Logout", "Contact Us", and "Text Size". A blue sidebar on the left contains navigation links: "Home", "Public Posting", "FAQ", "Guidelines/Templates", and "Degree Authorization". The central content area features a red error message: "Invalid User Name or Password", with a yellow arrow pointing to it. Below the error is a "Login" section with the instruction "Enter your user name and password to login." It includes input fields for "User Name" (containing "Student") and "Password", and a "Login" button. A "Welcome" section follows, providing information about the system's purpose and user requirements.

To continue, enter the correct username and password and click the  icon. If you have forgotten your user name or password contact the Board Secretariat by phone or email.

### Timeout Errors

As a measure of enhanced security, users are automatically logged out of PSIPS after **35** minutes of inactivity. If this occurs, the system will return a timeout error. This may also occur if the Ministry servers are experiencing problems or a high transaction load. To recover from this, press the REFRESH button on the browser window. If this does not rectify the problem, try accessing the system again later.

## Field Errors

Field errors occur when the user does not complete a required field or inputs data incorrectly into the system. If the user does not complete a required field the following error message is displayed and the required field is highlighted.

**Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education

Home    » Update Phone/Email    User: USER\_PBCU Organization: PBCU

• **All required fields must be completed** ←

**Edit Phone/Email**

**INSTRUCTIONS** You may change your contact e-mail or phone number from this screen.

First Name: John  
 Last Name: Doe  
 Phone Number:    
 Email: john.doe@pbcu.ca

Save    Cancel

If a field is entered in the incorrect format, a notification is displayed at the top of the screen and the entry in question is marked by a yellow background.

**Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education

Home    » Update Organization    User: USER\_PBCU Organization: PBCU

• **Invalid email address** ←

**Update Organization**

Organization Type: University  
 Legal Name: Public British Columbia University

Operating Name: Public British Columbia University    Exempt To:  
 Abbreviation: PBCU    Entity Type: Public  
 Date Established (YYYY): 2009    Home Country: Canada  
 With Statute? N    Home Province/State: British Columbia

Address: 123 Street    Postal/Zip Code: V8W 0G0  
 City: Victoria    Phone Number: 250.123.4567  
 Province/State: British Columbia    Fax Number: 250.123.4567  
 Country: Canada    Email: jabcedfr  
 Website:

Attach Profile:  Browse...  
 View

Save    Cancel    Inventory    Upload Institution Appendices

To correct field errors re-input the data and choose the  icon. A “Save Successful” notice will appear at the top of the screen once the information has been saved correctly.

**Glossary**

<b>Term</b>	<b>Definition or Synonym</b>
Applicant	The organization submitting a proposal for a degree program, a non-degree program, or to obtain Qualified for Expedited Review.
Degree Quality Assessment Board (DQAB)	This board is responsible for reviewing degree program proposals and applications to obtain Qualified for Expedited Review from BC public institutions and private and out-of-province public institutions. The Board may consult with subject experts, as required, and is responsible for making recommendations for approval or consent to the Minister.
DQAB Secretariat (the Board Secretariat)	Ministry Staff providing administrative support to the DQAB including administering the quality assessment process and communicating with applicants regarding issues and outcomes.
Institutional Contact	The individual who is the assumed owner of the PSIPS ID for their institution. This individual is usually the Vice President of Academics for an institution. The VP Academic is the assumed owner of the PSIPS user ID; however, they may delegate their responsibilities to others within their institution who have the authority to act on their behalf.
Ministry	The Ministry of Advanced Education, Innovation and Technology works with the DQAB to assist in the quality assessment process. The Ministry also provides the overall technical infrastructure as well as requiring specialized reporting from the system.
Peer	An Institutional Contact in the same institutional grouping as the Applicant (BC public degree and non-degree institutions).
Proponent	Same as applicant – the institution submitting an application.
Proposal	A document outlining an application for a degree program or to obtain Qualified for Expedited Review.

<b>Status</b>	<b>Description</b>
DQAB Recommend Approval	Once the DQAB assessment is complete, if the Board decides to recommend the application for approval to the Minister, the Board Secretariat will record the status as “DQAB Recommend Approval” with a recommendation date and synopsis of the DQAB’s assessment.
DQAB Recommend Denial	Once the DQAB assessment is complete, if the Board decides not to recommend the application for approval to the Minister, the Board Secretariat will record the status as “DQAB Recommend Denial” with a recommendation date and synopsis of the DQAB’s assessment.
End of Peer Review	Peer review is complete and peers may no longer post comments.
Exempt Verification	Only for institutions that have obtained Qualified for Expedited Review. Application is under review.
Full Review Required	Only for institutions that have obtained Qualified for Expedited Review. If after review, the application is not deemed to be within the guidelines for Qualified for Expedited Review, the Board Secretariat will change the status to “Full Review Required”. The Board Secretariat will contact the applicant directly. The applicant will take the next steps to either submit a full application and fees or withdraw.
Initial Entry	The applicant has entered and saved some data related to an application, but has not yet attached a proposal document.
Minister Approved/ Denied	The Minister’s written decision based on the Board’s recommendation.
On Hold	The applicant wishes to temporarily suspend the review of the application. This action must be vetted and executed by the Board Secretariat. To resume the process, the applicant must contact the Board Secretariat. If appropriate, the Board Secretariat will remove the hold, which will reset the application to its “pre-hold” state.
Peer Review	The application is under peer review for a 30-day period. All peers will be notified once the application has been put to peer review and other BC public institutions can post comments on PSIPS regarding the application. The application is also posted to the Degree Authorization website for the general public to have the opportunity to review the proposal and provide comments to the submitting institution and the Board.
Post-approval Change (Degree Program Only)	To record a change after ministerial approval is in place.
Request Peer Review	The applicant has attached the proposal document and appendices, if applicable and submits to the Board Secretariat to request peer review.

Revisions Required	After an application is submitted, the Board Secretariat deems that it requires revisions or additions by the applicant. The status “Revisions Required” allows the applicant to edit the application and re-submit.
Implemented	After a proposal has been approved, there are two fields displayed in the proposal detail page. They are “Active” and “Active Since”. By setting the “Active” field to “Yes” and add a date in the “Active Since” the proposal will be changed from “Minister Approved” to “Implemented” status. Setting the “Active” status to “No” will revert the status from “Implemented” to “Minister Approved”.
Expired	3 years after a proposal has approved, the proposal is expired.

Status (cont)	Description
Under Review	The application is officially under review by the DQAB after being verified by the Board Secretariat and having all fees paid. When the status changes to Under Review, auto-emails are sent to the applicant, Board Secretariat, and the DQAB. The application will remain in this state until the DQAB makes its recommendation.
Verified	The Board Secretariat has verified the application and deems it to be complete and ready to begin the quality assessment process, but related fees are outstanding.
Withdrawn	The applicant has provided the Board Secretariat with a written request to withdraw the application.

Data Entry Field	Description
Approval Body	Record any prior accrediting body approvals that may help the DQAB decide how to proceed in reviewing an application.
Attach File	This field is where the PDF file is located and then attached to the proposal.
Attachment Type	A one-word descriptor of the type of file that has been attached (e.g. letter). This defaults to letter if a proposal document has already been attached, but a drop-down list provides other options (proposal, addendum, précis), or you may type in a one word description of your own.
Confirm New Password	To ensure the correct password was entered, information entered in this field must be exactly the same as what was entered in the new password field.
Contact Email	E-mail address of the Institutional Contact. Automatic e-mail notifications are sent to this address at significant points in the proposal review process. Format: xxx@xxx.xx
Contact Phone	This is a free screen field that allows the institutional contact to provide a business phone number. Format: xxx.xxx.xxx
Credential Level	The credential applicable to the program proposal.
Degree Name on Transcript	Full name of the credential/program as it will appear on the student's transcript. (e.g. Bachelor of Science, Physics)
New Password	This is the new password for the account. It must be a least eight characters long and contain at least one numeric and one upper case character.
Primary Program Contact Information	This set of fields identifies the primary contact for this particular proposal. This individual may be different than the Institutional Contact. All official correspondence on the outcome of the application will be sent only to the Institutional Contact.
Senior Governance Body Approval Date	This is the date that the institution's senior governance body approved the proposal. Note: An institution must receive approval from its senior governing bodies before submitting an application.
Short Description of Proposal	This is a free screen field where a summary of the proposal may be entered. The maximum size of this field is 4500 characters. It is recommended that the summary be kept to the size of one or two paragraphs or less.

Icons	Description
Add Appendix	This displays a screen that allows the applicant to post appendices as PDF documents. For example, an applicant may wish to post proprietary information or full course outlines in an appendix. Appendix documents will not be posted on the public Degree Authorization website.
Add Comments	This displays a screen that allows the applicant to post additional PDF documents or comments. For example, an applicant may wish to post additional background material that

	complements the main proposal document.
Add Documents	This displays a screen that allows the applicant to post additional PDF documents or comments. For example, an applicant may wish to post additional background material that complements the main proposal document.
Add Initial Proposal Document	This allows the applicant to post the main proposal PDF document. This is the first step after initial entry.
Request Peer Review	This displays a screen that allows the applicant to submit an application to the Board Secretariat for peer review.



## PSIPS Quick Reference Guide (BC Public Institutions)

### Adding A Proposal (Degree Program and Qualified for Expedited Review Status)

### Login/Logout

### Change Password

Screen	Step	Notes
Home	1. On the <u>Home</u> screen choose from the <u>Add New Proposal</u> Dropdown Menu the type of proposal you would like to add and then click <input type="button" value="Create"/> .	You will be redirected to the Proposal Application Screen
Proposal Application	2. Enter the information required for each of the fields and when you are finished click <input type="button" value="Save"/> .  3. Click on <input type="button" value="Add Initial Proposal Document"/> to attach the proposal documents to the application.	All fields must be entered prior to saving.
Add Initial Proposal Document	4. From the <u>Add Initial Proposal Document</u> screen you can attach a PDF file by selecting <input type="button" value="Browse..."/> .  5. Find the PDF document on your computer in the "Look in" field and click "Open."  6. Once the proposal file is attached choose the attachment type (in this case "Application) from the <u>Attachment Type</u> dropdown menu. Provide a short description of the attached document in the "Online Comments" field.  7. Click <input type="button" value="Submit"/> .	The online comment will appear in the Document Summary List on the View Application Screen.
Proposal Application	8. To add appendices choose <input type="button" value="Add Appendix"/> on the <u>Proposal Application</u> screen and follow steps 4-7.  9. Once the proposal document and all appendices are attached click <input type="button" value="Request Peer Review"/> .	A record of the document(s) will appear on the View Application Screen.
Request Peer Review	10. Read the privacy and access to information notice on the <u>Request Peer Review</u> screen. When you are ready choose <input type="button" value="Request Peer Review"/> to continue.	You must already have added all required documents to the application
Comments	12. Choose <input type="button" value="Back"/> on the Comments screen.	

1. To access the system, select the "Online Application" Link on the Degree Authorization website at [www.aved.gov.bc.ca/degree-authorization](http://www.aved.gov.bc.ca/degree-authorization) or bookmark [www.aved.gov.bc.ca/psips/](http://www.aved.gov.bc.ca/psips/).
2. Enter your user ID and password to begin using the system.
3. When finished using the system choose Logout at the top right hand corner of the Home screen.

1. On the Home screen from the Home Menu choose the Contact Info tab and choose Change Password.
2. Follow the directions on the Change Password screen.
3. After changing your password a notice will be shown if the password was changed successfully.

### Update Organization Info

1. On the Home screen from the Home Menu choose Organization then choose Update My Organization.
2. Enter the information required and/or change the Organization Profile document by selecting  and locating the document on your computer.
3. Once you are finished with your changes choose  .

1. On the Home screen click on the Application from the application list with the status "Revisions Required."
2. Under the View Application screen click on the document that will be replaced from the document list.
3. Attach the new document by selecting  and choosing the new document from your computer using the "Look in" field and then click "Open."

### Update Institutional Contact

1. On the Home Menu choose Organization and then choose the Reassign Contact link.
2. Follow the directions on the Reassign Contact screen.

4. Once the revised document has been attached check to make sure the attachment type is correct from the Attachment Type dropdown menu.
5. Click  .
6. Repeat Steps 2-5 to revise more documents.

### Revising Documents

### Adding a Peer Review Comment

From the home screen choose the  icon. Select the proposal to view by its PSIPS code (in blue). Select the document you would like to review by clicking the link (in blue) under attachments.

After review select  icon on the proposal screen and attach your document by following steps 4-7 under Adding a Proposal.