



**Ministry of Advanced Education, Skills and Training**

**Post-Secondary Institution Proposal  
System (PSIPS)  
For  
Private and Out-of-Province 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 private and out-of-province public post-secondary institutions proposal submission.

## Overview

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

In British Columbia, private institutions or public institutions from another jurisdiction wishing to operate as degree-granting institutions or make use of the word “university”, must undergo a quality assessment process and meet established criteria prior to the Minister granting consent under the *Degree Authorization Act* (DAA). The full text of the DAA can be found at: [Degree Authorization 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 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. The Board’s recommendation and the Minister’s decision to grant or deny consent 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, use of the word “university” and applications to obtain 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.

Some of the documents like Institution reports and their appendices can be in any format.

## **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 (or proposals), 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.

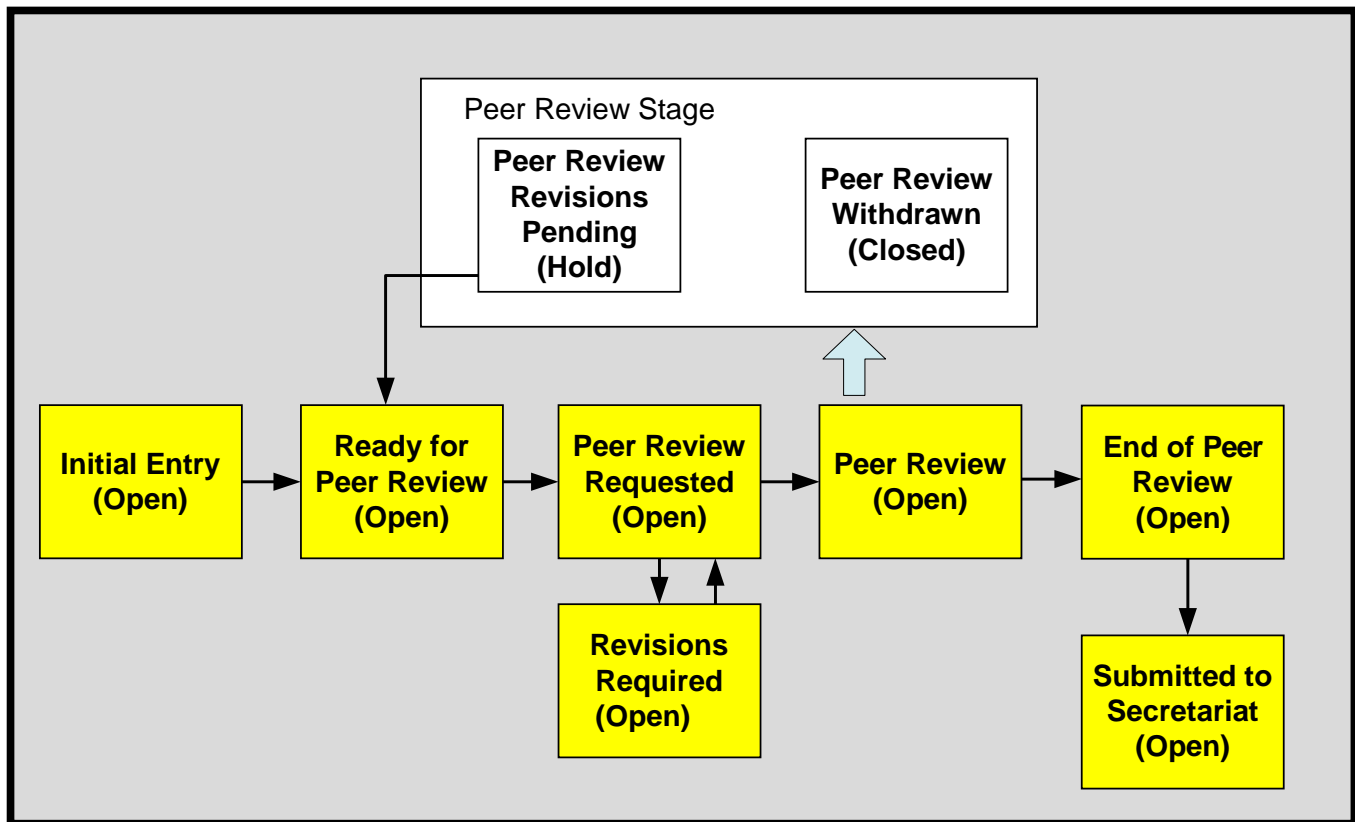
The following diagrams cover three types of applications (proposals):

- Private and Out-Of-Province Degree proposals
- Application to use the word “University”
- Application to be qualified for expedited review

The simplified path of applications of the first two types is shown on the Figure 2 *Status Transitions – Degree Assessments, and Applications to use the word ‘University’*. It displays transition matrix for application’s statuses in case when a Private or Out-Of-Province institution, which has submitted a proposal, does not have an application, which have passed through the *Ministerial Consent* status.

If an institution already has at least one application which has reached the *Ministerial Consent* state at some point, then the proposal must now undergo the Peer Review process according to the new mandate for Transparency and Equal Access.

The peer review process is a 30 day review done by the peer institutions both public and private. The peers will review the proposal and documents and submit comments or upload relevant documents. To participate in the peer review they will need to click on the ‘Find Proposals’ bottom in their home page, review the proposals in Peer Review Status and enter a comment or upload a document. Once 30 days have passed, the proposal can be submitted to the Secretariat for review. The following diagram illustrates the Peer Review flow.



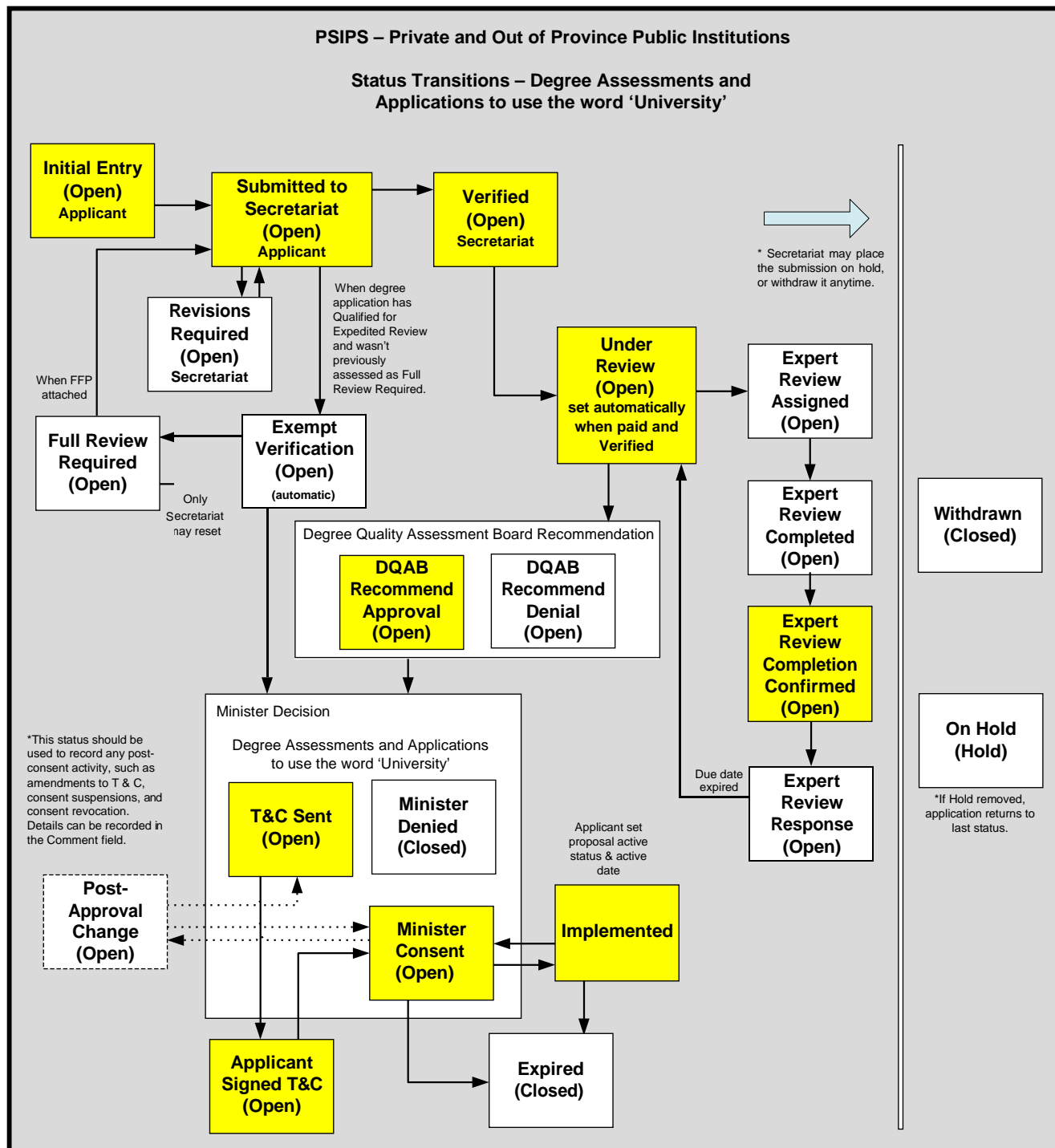
**Figure 1 Peer Review flow.**

In this case, i.e. when a Private or Out-Of-Province institution already has at least one application which has reached the *Ministerial Consent* state at some point, members of the VP Academic role, who belong to the institution, have the following additional functionality:

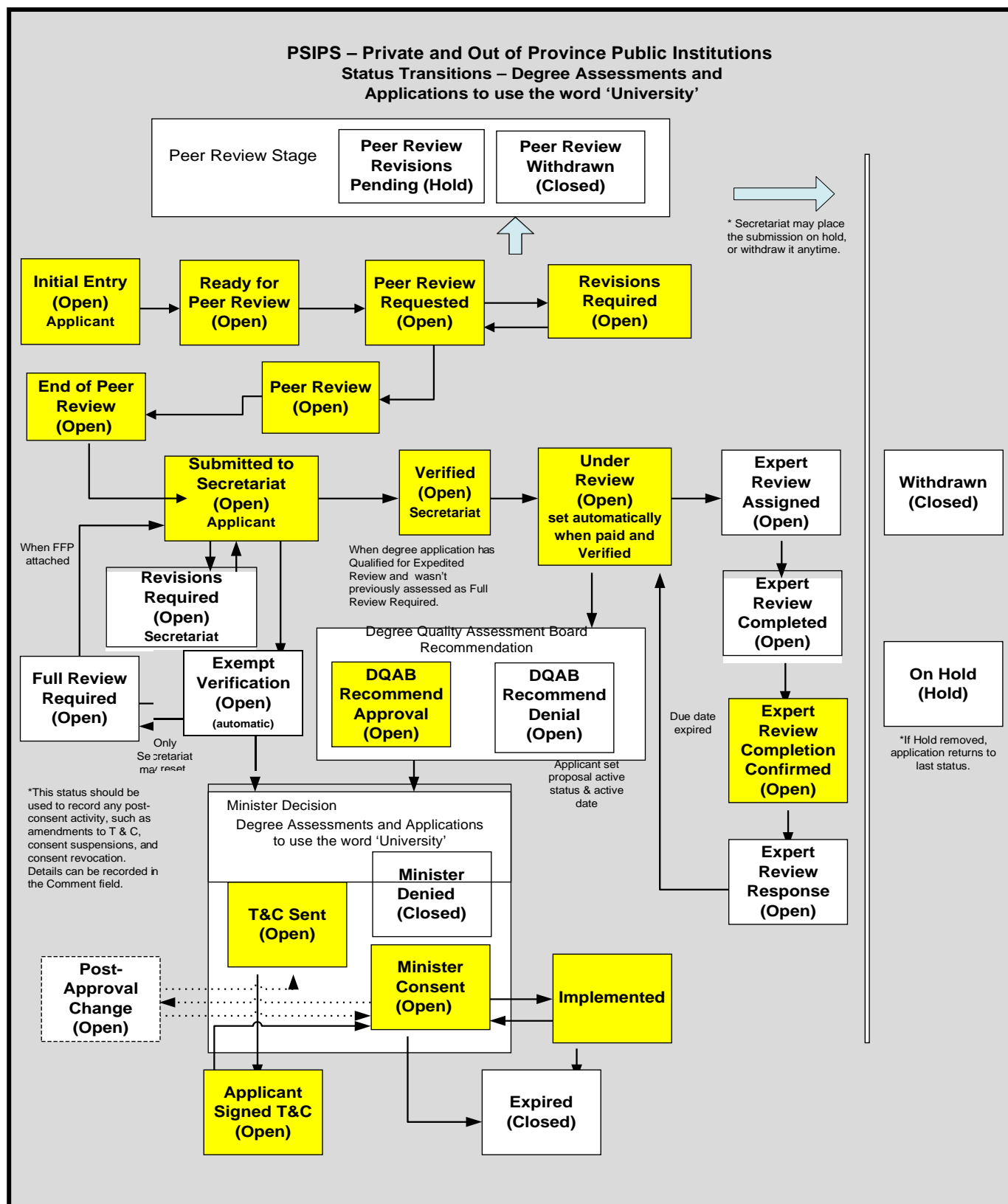
- View, in their home page, all existing proposals, from BC Public and Private and Out-of-Province Public institutions and their proposal documents excluding appendices, which are considered to carry proprietary information and are not visible to peers;
- Participate in the 30-day peer review process.

The latter means that applications for the use of the word University and degree proposals coming from institutions, which have to undergo the Peer Review process according to the new mandate for Transparency and Equal Access, have an additional block shown on the diagram above, which stands between Initial Entry and Submitted to Secretariat blocks. The flow for this case is shown on the Figure 3 *Status Transitions – Degree Assessments, and Applications to use the word ‘University’ for the case when an institution has a proposal in the status of Ministerial Consent*.

The proposal passing the Peer Review phase 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.



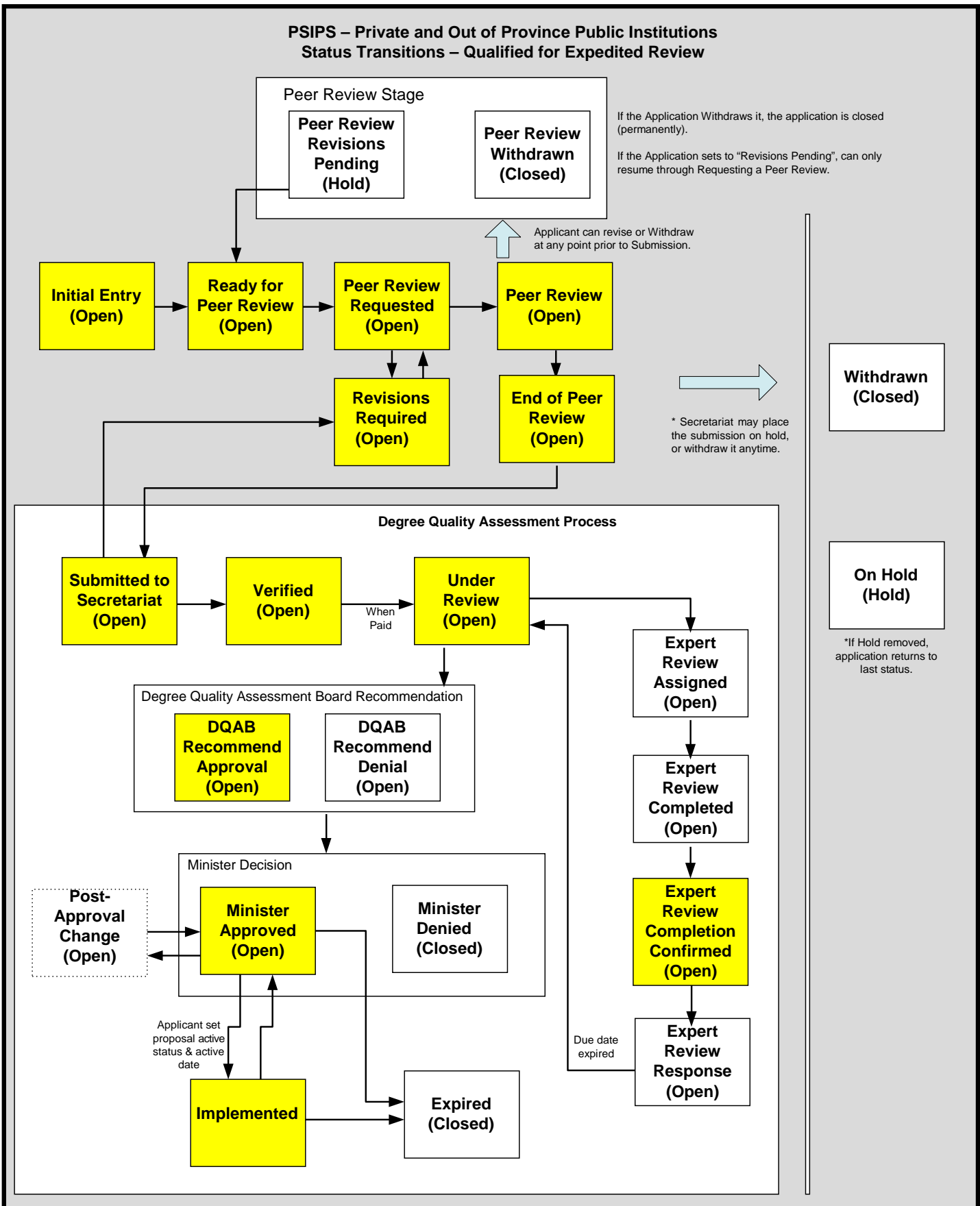
**Figure 2 Status Transitions – Degree Assessments, and Applications to use the word ‘University’.**



**Figure 3 Status Transitions – Degree Assessments, and Applications to use the word ‘University’ for the case when an institution has a proposal in the status of Ministerial Consent**



The last diagram in this section stands for applications to be qualified for expedited review. This is a new name for the type of applications formerly known as applications for Exempt status. Private and Out-of-Province organization are able to see and apply for Expedited Review once they have one or more proposal which reached or passed the *Ministerial Consent* state.



**Figure 4 Status Transitions – Qualified for Expedited Review.**

All three applications follow similar paths, in that they are entered and submitted by the applicant, reviewed by the Board and approved by the Minister. 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 consent (i.e. the Board review of the application is most often waived).

## System Basics

### Minimum Requirements

In order to access the PSIPS system, a web browser is required. Using Internet Explorer version 7 (or higher) or Firefox is highly recommended.

All document attachments must be saved in 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 Annual Report and its appendices as well as for Institution Appendices documents of any format are 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 – Private and Out-of-Province Public Institutions

Applicants (Institutional Contacts) will use the system to post degree program applications, applications to use the word “university”, 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.

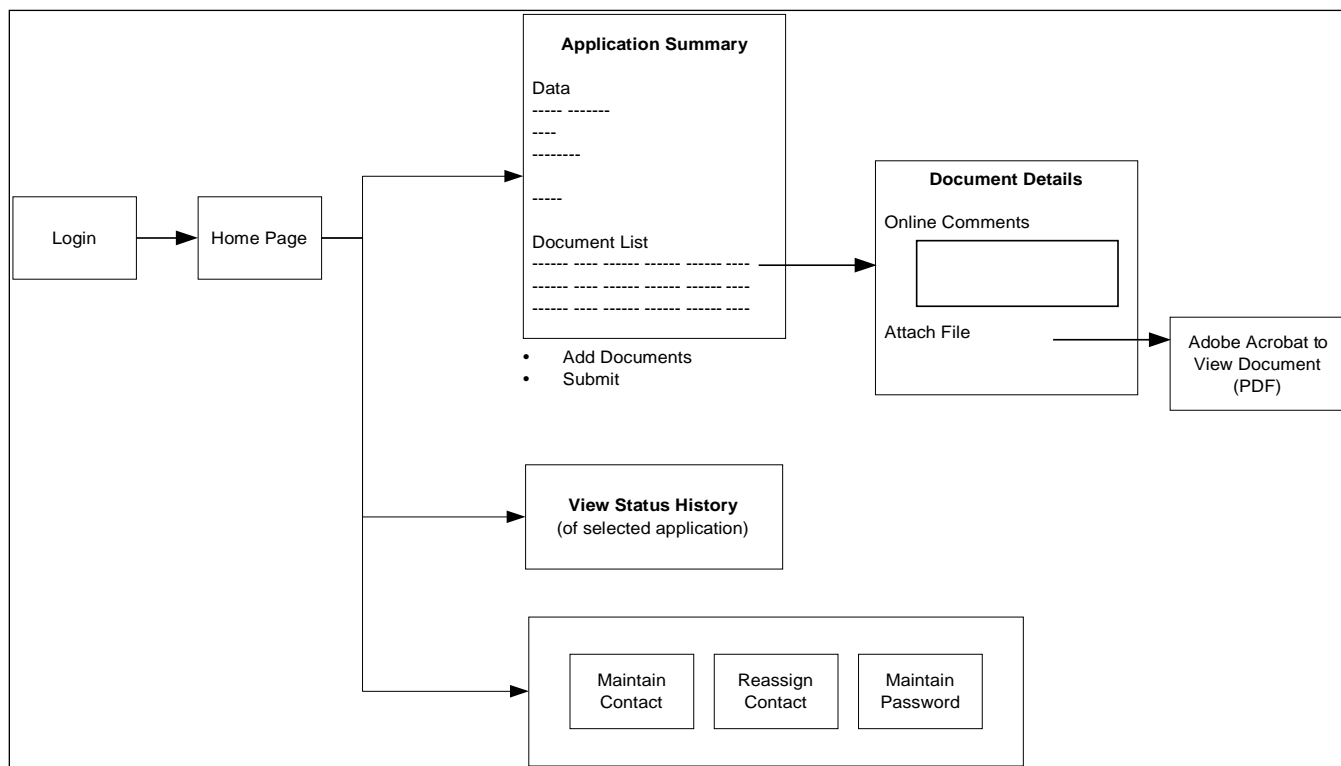
An application cannot be modified unless the Board Secretariat moves the status to “Revisions Required”. If the applicant chooses to withdraw the application or put it on hold, he/she must do so by notifying the Board Secretariat in writing.

## Screen Reference

The following diagrams outline the screen flows.

**Applicant (Institutional Contact)** is able to:

- Submit applications,
- View own application and its status history, and
- 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:

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

**Login**

Enter your user name and password to login.

User Name

Password

Login

**Welcome**

Welcome to the Post-secondary Institution Proposal System. This web-based system is designed to manage and support the post-secondary submission and review processes for:

- BC public institutions offering degree and non-degree programs.
- Private institutions and out-of-province public institutions seeking consent to offer degree programs or use the word "university" in British Columbia.

To use the system you must have a valid user ID and password issued by the ministry. Please see our [frequently asked questions](#) page for information on system access and for links to proposal [guidelines and templates](#) for the non-degree program review process for BC public institutions.

Information on the degree program application and review process for BC public institutions and out-of-province public institutions may be found on the [degree authorization web site](#).

If you are a registered user and are unable to log in, please contact the Degree Quality Assessment Board Secretariat at 250-387-1138.

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

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

Logout • Contact Us • Text Size

Home

» Home

User: USER\_POPPU Organization: POPPU

Add a new proposal Private & Out-of-province Degree

Create

**Private Out-of Province Public University**

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0001</a>	BSc in Computer Science Gaming Option	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	

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



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

Logout  
Contact Us  
Text Size

Home  
Contact Info  
Organization  
Reports  
FAQ  
Guidelines/Templates

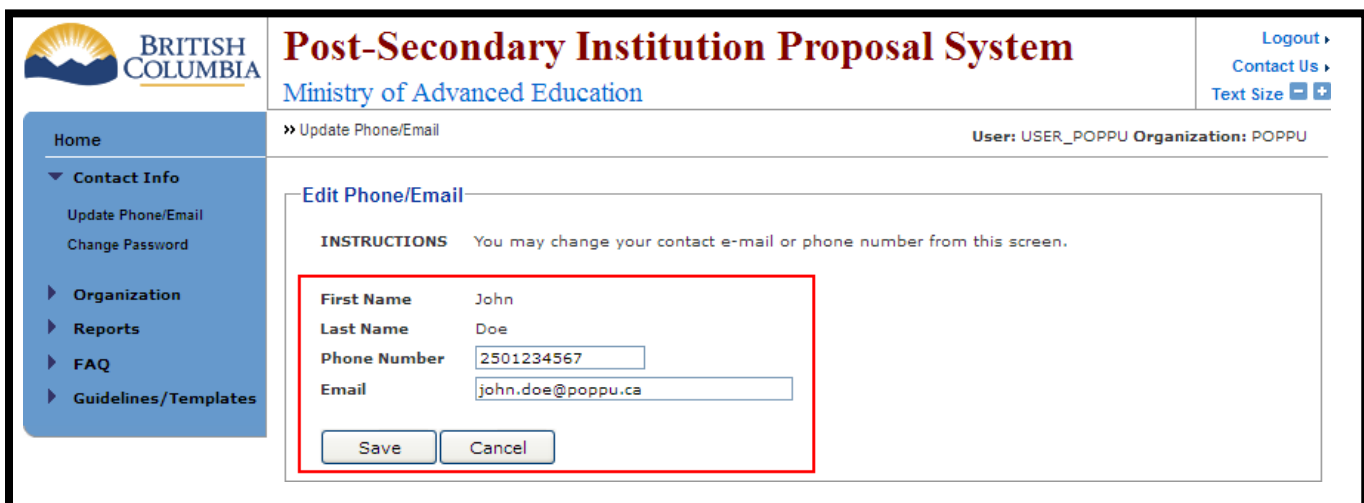
» Home User: USER\_POPPU Organization: POPPU

Add a new proposal Private & Out-of-province Degree  
Create

Private Out-of Province Public University

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0001</a>	BSc in Computer Science Gaming Option	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	

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



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

Logout  
Contact Us  
Text Size

Home  
Contact Info  
Update Phone/Email  
Change Password  
Organization  
Reports  
FAQ  
Guidelines/Templates

» Update Phone/Email User: USER\_POPPU Organization: POPPU

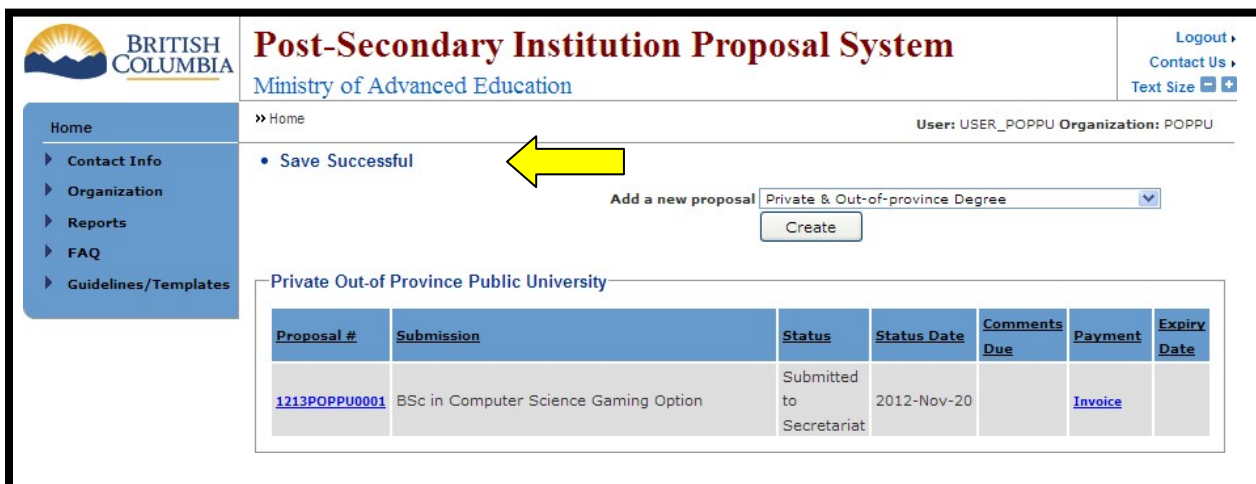
Edit Phone/Email

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

First Name John  
Last Name Doe  
Phone Number 2501234567  
Email john.doe@poppu.ca

Save Cancel

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



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 User: USER\_POPPU Organization: POPPU

• Save Successful

Add a new proposal Private & Out-of-province Degree  
Create

Private Out-of Province Public University

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0001</a>	BSc in Computer Science Gaming Option	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	

## How do I modify my password?

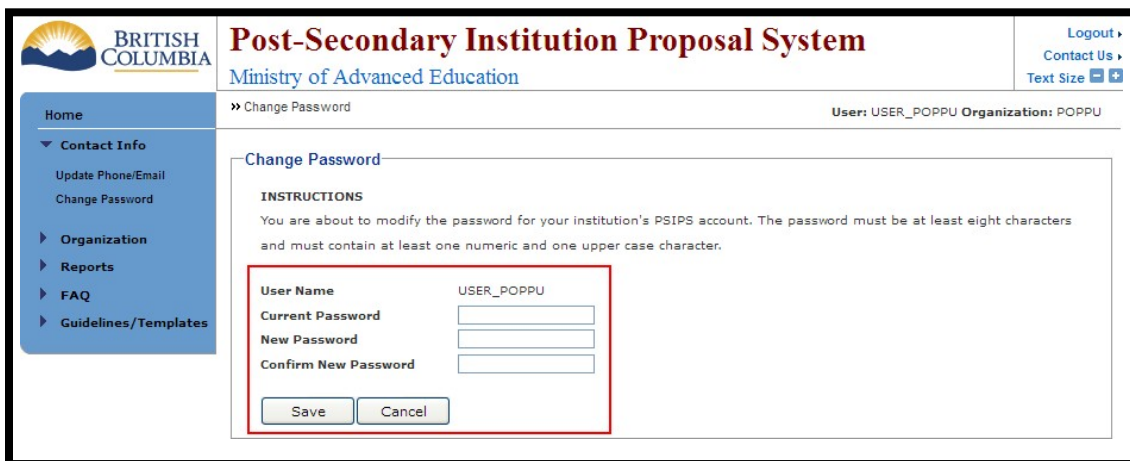
**Step 1:** To change your password on the Home Menu select the Contact Info tab and then choose the Change Password link.



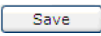

The screenshot shows the PSIPS Home page. The left sidebar contains a menu with 'Contact Info' expanded, showing 'Update Phone/Email' and 'Change Password'. A yellow arrow points to 'Change Password'. The main content area shows a 'Save Successful' message and a 'Add a new proposal' dropdown menu set to 'Private & Out-of-province Degree'. Below this is a table of proposals for 'Private Out of Province Public University'.

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0001</a>	BSc in Computer Science Gaming Option	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	

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



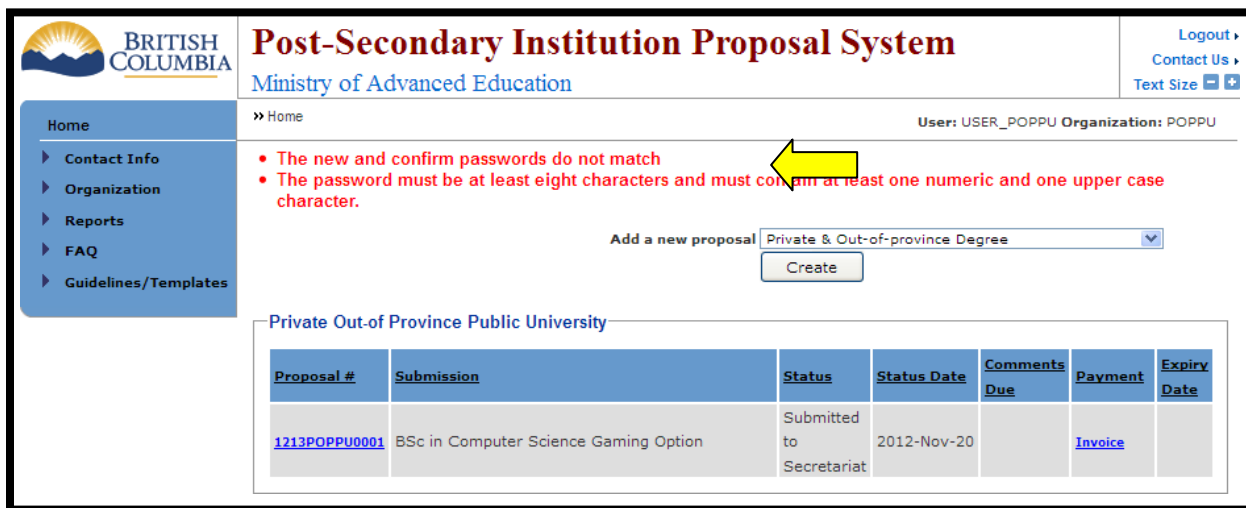
The screenshot shows the 'Change Password' page. It includes instructions: 'You are about to modify the password for your institution's PSIPS account. The password must be at least eight characters and must contain at least one numeric and one upper case character.' Below the instructions is a form with fields for 'User Name' (USER\_POPPU), 'Current Password', 'New Password', and 'Confirm New Password'. There are 'Save' and 'Cancel' buttons at the bottom of the form.

**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. 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 password change. A yellow arrow points to the 'Save Successful' message at the top of the page. The rest of the page content is identical to the first screenshot.

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.



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

Logout • Contact Us • Text Size ▢ ▢

Home » Home User: USER\_POPPU Organization: POPPU

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

- The new and confirm passwords do not match
- The password must be at least eight characters and must contain at least one numeric and one upper case character.

Add a new proposal Private & Out-of-province Degree

Create

Private Out-of Province Public University

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0001</a>	BSc in Computer Science Gaming Option	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	

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.

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

Logout  
Contact Us  
Text Size

Home » Home User: USER\_POPPU Organization: POPPU

Add a new proposal Private & Out-of-province Degree  
Create

Out-of Province Public University

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0001</a>	BSc in Computer Science Gaming Option	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	

## 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

» Institution Appendices » Update Organization

User: USER\_POPPU Organization: POPPU

## Update Organization

**Organization Type:** Private Or Out of Province Public Institution

**Organization Name:** Private Out-of Province Public University

**Operating Name:** Private Out-of Province Public University

**Abbreviation:** POPPU **Entity Type:** Public

**Date Established (YYYY):** 1992 **Home Country:** Canada

**With Statute?** N **Home Province/State:** Ontario

**Address:** 123 Street **Postal/Zip Code:** M5H 3X4

**City:** Toronto **Phone Number:** 250.123.4567

**Province/State:** Ontario **Fax Number:** 250.123.4567

**Country:** Canada **Email:** john.doe@poppu.ca

**Website:** poppu.ca

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

[View](#)

[Save](#) [Cancel](#) [Upload Annual Report & Appendices](#) [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 [Upload Institution Appendices](#) icon

**Step 3:** Click on the [Browse...](#) icon to attach file. Provide any comment for the document. Click on the [Submit](#) icon when done.



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

**Comment**

[Submit](#) [Back](#)

### Institutional Appendices

<u>File Name</u>	<u>Date Submitted</u>	<u>Comment</u>

## How do I submit a proposal?

**Step 1:** From the Add a new proposal dropdown menu, choose 'Private & Out-of-province Degree' (or another option depending on your application) and then click the [Create](#) icon.

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

Home User: USER\_POPPU Organization: POPPU

Find Proposals

Add a new proposal

Private & Out-of-province Degree  
Private & Out-of-province Degree  
Use of the word 'University'  
Qualified for Expedited Review

**Private Out-of Province Public University**

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<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	Ministerial Consent	2012-Nov-20		Received	

**Step 2:** You will automatically be redirected to the Add/Edit Private or Out of Province Degree Program screen. Enter the information required for each of the fields and when you are finished choose the [Save](#) icon.

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

Home » Edit Proposal User: USER\_POPPU Organization: POPPU

**Add/Edit Private or Out of Province Degree Program**

**INSTRUCTIONS**  
Please complete the data fields for your application and click "Save". Next, use the links at the bottom of the page to attach the application document. IMPORTANT: Please note, the application document will also be displayed on the Degree Authorization web site for public viewing and comment once the application fee has been received and the submission verified by the Secretariat. Any information that the applicant considers proprietary should be attached separately on PSIPS as an appendix document. Appendices will not be posted on the public web site.

Status Initial Entry

Credential Level Associate Degree (DAA)

Transcript to be Awarded

Online Delivery > 50%? ☐ Yes ☒ No

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

[Save](#) [Cancel](#)

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.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

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

[Home](#) > [Edit Proposal](#)
User: USER\_POPPU Organization: POPPU

- Save Successful

## Add/Edit Private or Out of Province Degree Program

**INSTRUCTIONS**

Please complete the data fields for your application and click "Save". Next, use the links at the bottom of the page to attach the application document. IMPORTANT: Please note, the application document will also be displayed on the Degree Authorization web site for public viewing and comment once the application fee has been received and the submission verified by the Secretariat. Any information that the applicant considers proprietary should be attached separately on PSIPS as an appendix document. Appendices will not be posted on the public web site.

Proposal # 1213POPPU0002

Status Initial Entry [History](#)

Credential Level Associate Degree (DAA)

Transcript to be Awarded Bachelor of Science

Online Delivery > 50%? ☐ Yes ☒ No

Board of Governors Program Approval 2009/11

Date (YYYY/MM)

Short Description of Proposal Bachelor of Science Proposal

Primary Program Contact

First Name John

Last Name Doe

Title President

E-Mail Address john.doe@poppu.ca

Phone Number 406 123-4567

[Save](#) [Cancel](#)

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Add Initial Proposal Document</a> <a href="#">Withdraw</a>					


**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 PSIPS web application. At the top, there's a header with the British Columbia logo and the system title. A navigation sidebar is on the left. The main area is for adding a proposal document, featuring a text input for comments, a file upload section with a 'Browse...' button (highlighted with a red box), and a dropdown for attachment type. The interface is clean with a blue and white color scheme.

**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 or Appendix A – 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 be at the top of the page.

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

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

[Logout](#)   
[Contact Us](#)   
[Text Size](#)

[Home](#) [Comment/Upload PDF](#) [Edit Proposal](#)

User: USER\_POPPU Organization: POPPU

• **Save Successful**

**Add/Edit Private or Out of Province Degree Program - Private Out-of Province Public University**

**INSTRUCTIONS**  
Please complete the data fields for your application and click "Save". Next, use the links at the bottom of the page to attach the application document. IMPORTANT: Please note, the application document will also be displayed on the Degree Authorization web site for public viewing and comment once the application fee has been received and the submission verified by the Secretariat. Any information that the applicant considers proprietary should be attached separately on PSIPS as an appendix document. Appendices will not be posted on the public web site.

**Proposal #** 1213POPPU0002  
**Status** Initial Entry History  
**Credential Level** Associate Degree (DAA)  
**Transcript to be Awarded** Bachelor of Science  
**Online Delivery > 50%?** ☐ Yes ☒ No  
**Board of Governors Program Approval Date (YYYY/MM)** 2009/11  
**Short Description of Proposal** Bachelor of Science Proposal  
**Primary Program Contact**  
**First Name** John  
**Last Name** Doe  
**Title** President  
**E-Mail Address** john.doe@poppu.ca  
**Phone Number** 406 123-4567  
Save Cancel

Description	Org	Contact	Date Posted	Comment	Attachment Type
Application	POPPU	Doe	2012-Nov-20	Proposal	Application

Add Appendix Submit to Secretariat Withdraw

**Step 9:** Follow the same directions for Adding an Initial Document or 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 appear at the top of the page. Once the proposal document and all appendices are attached, click on the Submit to Secretariat icon.



## Post-Secondary Institution Proposal System

Ministry of Advanced Education

[Logout](#)  
[Contact Us](#)  
[Text Size](#)

[Home](#) > [Comment/Upload PDF](#) > [Edit Proposal](#)

User: USER\_POPPU Organization: POPPU

• **Save Successful**

**Add/Edit Private or Out of Province Degree Program - Private Out-of Province Public University**

**INSTRUCTIONS**

Please complete the data fields for your application and click "Save". Next, use the links at the bottom of the page to attach the application document. IMPORTANT: Please note, the application document will also be displayed on the Degree Authorization web site for public viewing and comment once the application fee has been received and the submission verified by the Secretariat. Any information that the applicant considers proprietary should be attached separately on PSIPS as an appendix document. Appendices will not be posted on the public web site.

**Proposal #** 1213POPPU0002

**Status** Initial Entry History

**Credential Level** Associate Degree (DAA) ▼

**Transcript to be Awarded** Bachelor of Science

**Online Delivery > 50%?** ☐ Yes ☒ No

**Board of Governors Program Approval Date (YYYY/MM)** 2009/11 📅

**Short Description of Proposal** Bachelor of Science Proposal

**Primary Program Contact**

**First Name** John

**Last Name** Doe

**Title** President

**E-Mail Address** john.doe@poppu.ca

**Phone Number** 406 123-4567

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Application</a>	POPPU	Doe	2012-Nov-20	Proposal	Application
<a href="#">Appendix</a>	POPPU	Doe	2012-Nov-20	Appendix	Appendix

Add Appendix
Submit to Secretariat
Withdraw

**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 Display E-Contract icon to continue.

**Step 12:**

At the E-Contract screen read the electronic contract text. If you choose to continue with the submission, accept the terms by choosing the I Submit icon.

After the E-Contract screen you will be automatically redirected to the Secretariat- Change Status - Part 2 screen where there will be a "Save Successful" notice at the top of the page.

**Step 13:**

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 Submit icon. Your comment will be displayed in a separate comment line below your proposal and appendices documents.

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

Logout  
Contact Us  
Text Size

Home  
Contact Info  
Organization  
Reports  
FAQ  
Guidelines/Templates

» Edit Proposal » Submit to Secretariat » E-Contract » Comment/Upload PDF User: USER\_POPPU Organization: POPPU

• Save Successful

**Secretariat - Change Status - Part 2**

This is step 2 in the Secretariat Change Status process.

Enter an online comment and attach a document if needed.

Click on the Submit button to complete the action.

Note: If you click on Back button, this cancels step 2 of the Change Status process only (i.e. adding a comment or document). By clicking Back, the status change accepted in Step 1 will be reflected in the Status History of the submission, but will not be reflected as a line item in the Proposal Tracking Summary.

Online Comment

Comment

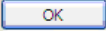
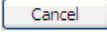
Attach File

C:\Documents and S... Browse...

Attachment Type

Letter

Submit Back

You will be automatically directed to the View Proposal screen, and the Post-Secondary Institution Proposal System Fee Remittance Slip will open in a new web browser window. You will be prompted to print the displayed invoice for your records. To print, choose the  icon. If you do not wish to print the invoice at this time, choose the  icon. You will have the option to view the invoice until such time as your payment is processed.

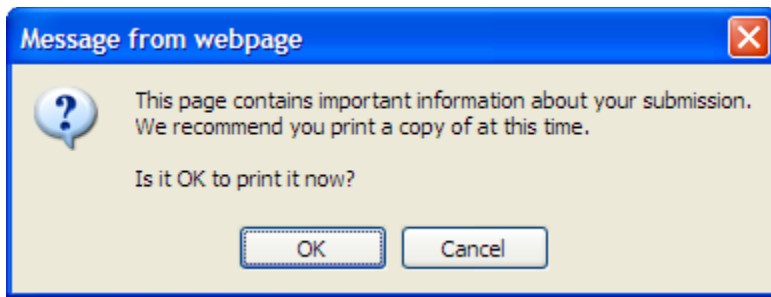
**Post-Secondary Institution Proposal System Fee Remittance Slip**


**BRITISH COLUMBIA**

**INSTRUCTIONS:**  
This is confirmation that your submission has been received and the application fee is due.  
Application fees must be remitted in Canadian dollars, by certified cheque, payable to the "Minister of Finance".

<b>ID Number:</b>	1213POPPU0002
<b>Organization:</b>	Private Out-of Province Public University
<b>Submitted:</b>	Nov 20, 2012
<b>Description:</b>	Bachelor of Science
<b>Fee Amount:</b>	\$3,500.00

**Note:**  
Application fees are non-refundable.  
You will be notified and invoiced separately if a review by external experts is required.



**TIP:**  If the Post-Secondary Institution Proposal System Fee Remittance Slip does not open in another window automatically, check your pop-up blocker preferences in your browser.

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 Qualified for Expedited Review proposal?**

Once you have a proposal which has been given “Ministerial Consent” status, the option to apply for Qualified for Expedited Review is enabled.

**Step 1:** Select “Qualified for Expedited Review” from the “Add a new proposal” pull down menu. Press Create button to continue.

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

Home » Home User: USER\_POPPU Organization: POPPU

Find Proposals Add a new proposal

Qualified for Expedited Review  
Private & Out-of-province Degree  
Use of the word University  
Qualified for Expedited Review

Private Out-of Province Public University

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0003</a>	BSc in Computer Science	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	

**Step 2:** Fill in all required information and click Save button to continue.

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

Home » Edit Proposal User: USER\_POPPU Organization: POPPU

Add/Edit Application Qualified for Expedited Review

INSTRUCTIONS Application Qualified for Expedited Review

Status Initial Entry

Degree Level Baccalaureate

Primary Program Contact

First Name

Last Name

Title

E-Mail Address

Phone Number

Save Cancel

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

**Step 3:** Click “Add initial proposal Document” to add proposal document.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

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

[Home](#) > [Edit Proposal](#)

User: USER\_POPPU Organization: POPPU

• Save Successful

Add/Edit Application Qualified for Expedited Review

**INSTRUCTIONS** Application Qualified for Expedited Review

Proposal # 1213POPPU0004

Status Initial Entry [History](#)

Degree Level

Primary Program Contact

First Name

Last Name

Title

E-Mail Address

Phone Number

Description	Org	Contact	Date Posted	Comment	Attachment Type
<input type="button" value="Add Initial Proposal Document"/> <input type="button" value="Withdraw"/>					

**Step 4:** Click on the “Browse” button to add proposal document. Provide a comment for the attachment. Click “Submit” button to add the document.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

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

[Home](#) > [Edit Proposal](#) > [Comment/Upload PDF](#)

User: USER\_POPPU Organization: POPPU

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

Attachment Type

**Step 5:** Once submitted, click on the “Add Appendix” button to attach appendix files.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

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

[Home](#) > [Comment/Upload PDF](#) > [Edit Proposal](#)

User: USER\_POPPU Organization: POPPU

## Add/Edit Application Qualified for Expedited Review - Private Out-of Province Public University

**INSTRUCTIONS** Application Qualified for Expedited Review

**Proposal #** 1213POPPU0004  
**Status** Ready For Peer Review History  
**Degree Level** Baccalaureate  
**Primary Program Contact**  
**First Name** John  
**Last Name** Doe  
**Title** President  
**E-Mail Address** john.doe@poppu.ca  
**Phone Number** 406 123-4567  
Save Cancel

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	POPPU	Doe	2012-Nov-28	Initial Proposal Document	Proposal

Add Appendix Withdraw Request Peer Review

**Step 6:** Click "Browse" button to add file. Provide a comment and click "Submit" to add appendix. You can repeat steps 5 and 6 to add more appendix if required.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

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

[Home](#) > [Edit Proposal](#) > [Comment/Upload PDF](#)

User: USER\_POPPU Organization: POPPU

## Add Appendix Document

**Online Comment**

**Attach File**

**Attachment Type** Appendix

Browse...

Submit Back

**Step 7:** Click “Request Peer Review” to submit the proposal for review.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

[Logout](#)  
[Contact Us](#)  
Text Size

[» Home](#)
[» Comment/Upload PDF](#)
[» Edit Proposal](#)

User: USER\_POPPU Organization: POPPU

- Save Successful

Add/Edit Application Qualified for Expedited Review - Private Out-of Province Public University

**INSTRUCTIONS**
Application Qualified for Expedited Review

**Proposal #**
1213POPPU0004

**Status**
Ready For Peer Review

History

**Degree Level**

Baccalaureate

**Primary Program Contact**

**First Name**

John

**Last Name**

Doe

**Title**

President

**E-Mail Address**

john.doe@poppu.ca

**Phone Number**

406 123-4567

Save

Cancel

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Proposal</a>	POPPU	Doe	2012-Nov-28	Initial Proposal Document	Proposal
<a href="#">Appendix</a>	POPPU	Doe	2012-Nov-28	Appendix Document	Appendix

Add Appendix

Withdraw

Request Peer Review

**Step 8:** Review the message and click “Request Peer Review” to confirm the submission for review.

<h1>Post-Secondary Institution Proposal System</h1> <h2>Ministry of Advanced Education</h2>		<a href="#">Logout</a> ▶ <a href="#">Contact Us</a> ▶ Text Size
<a href="#">» Home</a> » <a href="#">» Comment/Upload PDF</a> » <a href="#">» Edit Proposal</a> » Status Update		User: USER_POPPU Organization: POPPU
<h3>Request for Peer Review</h3> <p>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.</p> <p>The new status <b>Effective Date</b> will be <b>2012-Nov-28</b> when you press the <b>Request Peer Review</b> button</p>		
<div> <input type="button" value="Request Peer Review"/> <input type="button" value="Cancel"/> </div>		

**Step 9:** Provide a comment and/or attachment. Click "Submit" to add the comment.

<h1>Post-Secondary Institution Proposal System</h1> <h2>Ministry of Advanced Education</h2>		<a href="#">Logout</a> ▶ <a href="#">Contact Us</a> ▶ Text Size
<a href="#">» Home</a> » <a href="#">» Edit Proposal</a> » <a href="#">» Status Update</a> » Comment/Upload PDF		User: USER_POPPU Organization: POPPU
<ul style="list-style-type: none"> <li>Save Successful</li> </ul> <h3>Secretariat - Change Status - Part 2</h3> <p>This is step 2 in the Secretariat Change Status process.</p> <p>Enter an online comment and attach a document if needed.</p> <p>Click on the Submit button to complete the action.</p> <p>Note: If you click on Back button, this cancels step 2 of the Change Status process only (i.e. adding a comment or document). By clicking Back, the status change accepted in Step 1 will be reflected in the Status History of the submission, but will not be reflected as a line item in the Proposal Tracking Summary.</p>		
Online Comment	<div></div>	
Attach File	<input type="text"/> <input type="button" value="Browse..."/>	
Attachment Type	Letter	
<input type="button" value="Submit"/>		<input type="button" value="Back"/>



## How do I view proposal information?

**Step 1:** 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

» Home User: USER\_POPPU Organization: POPPU

Add a new proposal Private & Out-of-province Degree  
Create

Private Out-of Province Public University

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0002</a>	Bachelor of Science	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	
<a href="#">1213POPPU0001</a>	BSc in Computer Science Gaming Option	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	

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

Attachments

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Application</a>	POPPU	Doe	2012-Nov-20	Proposal	Application
<a href="#">Appendix</a>	POPPU	Doe	2012-Nov-20	Appendix	Appendix
<a href="#">Comment</a>	POPPU	Doe	2012-Nov-20	Comment	Letter

**Step 3:** 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.

The screenshot displays the PSIPS web application 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 menu on the left includes 'Home', 'Contact Info', 'Organization', 'Reports', 'FAQ', and 'Guidelines/Templates'. The breadcrumb trail shows 'Home >> View Proposal >> Comment/Upload PDF'. The user information at the top right indicates 'User: USER\_POPPU Organization: POPPU'. The main content area is titled 'Review Comments' and contains an 'Online Comment' section with a text input field labeled 'Comment'. Below the input field, there are two buttons: 'View' and 'Back', both of which are highlighted with red rectangular boxes.

**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 the [View Proposal](#) screen.

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

### Step 1:

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

### 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).

### Step 3:

From the Revised Document screen you can attach the revised PDF file by selecting the Browse... icon.

### 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 Submit icon. You will be redirected to the Add/Edit screen with a "Save Successful" notice at the top.

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

**Step 1:** To review the status history of a proposal, select the [History](#) icon on the [View Proposal](#) screen.

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

Logout  
Contact Us  
Text Size - +

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

**Add/Edit Private or Out of Province Degree Program - Private Out-of Province Public University**

**INSTRUCTIONS**  
Please complete the data fields for your application and click "Save". Next, use the links at the bottom of the page to attach the application document. IMPORTANT: Please note, the application document will also be displayed on the Degree Authorization web site for public viewing and comment once the application fee has been received and the submission verified by the Secretariat. Any information that the applicant considers proprietary should be attached separately on PSIPS as an appendix document. Appendices will not be posted on the public web site.

Proposal # 1213POPPU0003

Status Initial Entry

Credential Level Associate Degree (DAA)

Transcript to be Awarded BSc in Computer Science

Online Delivery > 50%? ☐ Yes ☒ No

Board of Governors Program 2009/11

**History**

**Step 2:** To return to the [View Proposal](#) screen from the [Status History](#) screen select the [Back](#) icon.

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

Logout  
Contact Us  
Text Size - +

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

**Status History**

Proposal # 1213POPPU0003

Proposal Private Out-of Province Public University

Organization

Transcript to be BSc in Computer Science

Awarded

**Back**

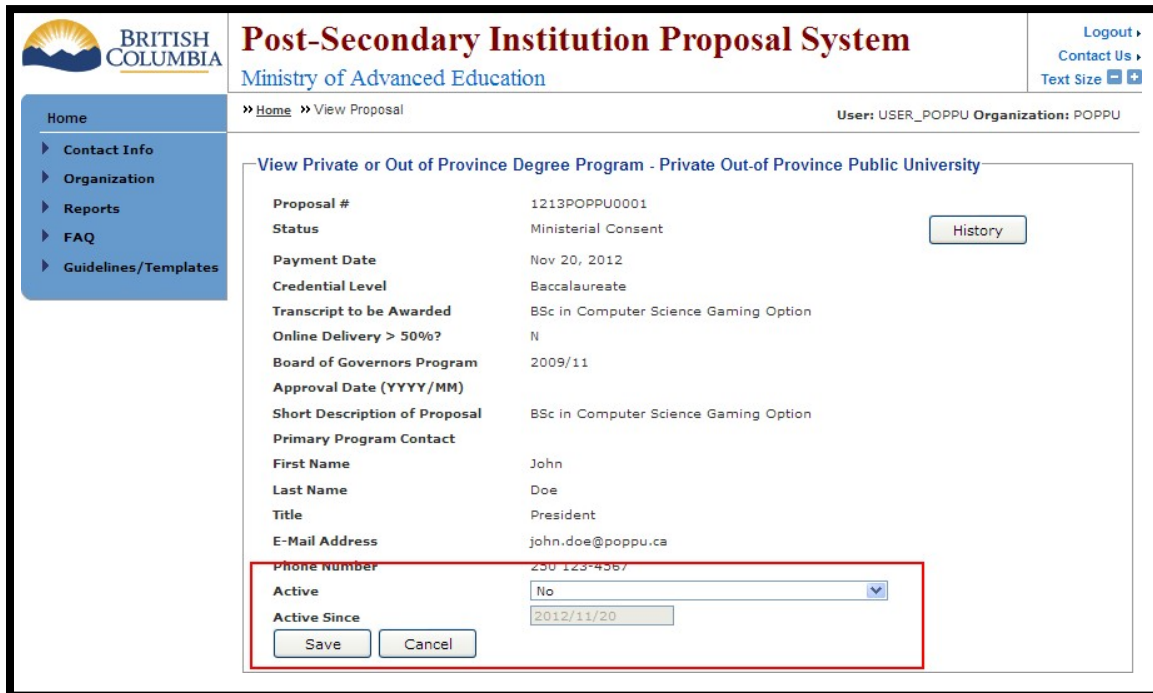
**Statuses**

Status	Status Change Date
Initial Entry	2012-11-20

## How do I set my proposal as active program?

**Step 1:** To set the active status of your proposal after Ministerial Consent status, go to the proposal's detail screen.

**Step 2:** Change "Active" field to "Yes" and provide your implementation date of your program. Click Save icon to save the status.



The screenshot shows the PSIPS interface for the Ministry of Advanced Education. The user is logged in as USER\_POPPU, Organization: POPPU. The page title is "View Private or Out of Province Degree Program - Private Out-of Province Public University". The proposal details are as follows:

Proposal #	1213POPPU0001
Status	Ministerial Consent
Payment Date	Nov 20, 2012
Credential Level	Baccalaureate
Transcript to be Awarded	BSc in Computer Science Gaming Option
Online Delivery > 50%?	N
Board of Governors Program	2009/11
Approval Date (YYYY/MM)	
Short Description of Proposal	BSc in Computer Science Gaming Option
Primary Program Contact	
First Name	John
Last Name	Doe
Title	President
E-Mail Address	john.doe@poppu.ca
Phone Number	250 123-4567
Active	No
Active Since	2012/11/20

The "Active" field is highlighted with a red box, and the "Active Since" date is set to 2012/11/20. There are "Save" and "Cancel" buttons at the bottom of the form.

Once saved, your proposal will become "Implemented" status.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

[Logout](#) [Contact Us](#) [Text Size](#)

[Home](#) [View Proposal](#) User: USER\_POPPU Organization: POPPU

- Save Successful

## View Private or Out of Province Degree Program - Private Out-of Province Public University

Proposal #	1213POPPU00001
Status	Implemented
Payment Date	Nov 20, 2012
Credential Level	Baccalaureate
Transcript to be Awarded	BSc in Computer Science Gaming Option
Online Delivery > 50%?	N
Board of Governors Program	2009/11
Approval Date (YYYY/MM)	
Short Description of Proposal	BSc in Computer Science Gaming Option
Primary Program Contact	
First Name	John
Last Name	Doe
Title	President
E-Mail Address	john.doe@poppu.ca
Phone Number	250 123-4567
Active	Yes
Active Since	2012/11/20

[History](#)

[Save](#) [Cancel](#)

## **How do I provide response to 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.

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

Logout  
Contact Us  
Text Size

Home  
» Home User: USER\_POPPU Organization: POPPU

Find Proposals Add a new proposal Private & Out-of-province Degree Create

Private Out-of Province Public University

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 labeled “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.

The screenshot shows the PSIPS interface. At the top, the title is 'Post-Secondary Institution Proposal System' in red, with 'Ministry of Advanced Education' below it. On the right, there are links for 'Logout', 'Contact Us', and 'Text Size'. Below the title, there are navigation links: 'Home', 'View Proposal', and 'Comment/Upload PDF'. The user information at the top right indicates 'User: USER\_POPPU Organization: POPPU'. The main section is titled 'Upload Expert Review Response'. It contains a text area for 'Online Comment' and a file upload section. The file upload section has a 'Browse...' button (highlighted with a red box) and a dropdown menu for 'Attachment Type' with 'Expert Review Response' selected. Below the file upload section is a 'Submit' button (highlighted with a red box) and a 'Back' button.

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

### **How do I submit an Organization Review?**

Organization Review documents and appendices should be submitted in conjunction with the institution's application for use of “university”, or in the case of a college or institution, with the institution's first degree proposal. Institutions may also be required to submit updated Organization Review documents upon application for renewal of consent.

### **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.

Proposals that are inactive for 1 year 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.

### **When would I put a proposal on hold?**

An application can be put on hold when the proposal is deemed inactive for 6 months. Applications can be put on hold for a maximum of 6 months after which the application will be automatically withdrawn by the Board Secretariat.

### **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

User: USER\_POPPU Organization: POPPU

Add a new proposal

Private & Out-of-province Degree ▾

Create

## Private Out-of Province Public University

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0003*</a>	BSc in Computer Science	Initial Entry	2012-Nov-20			
<a href="#">1213POPPU0002</a>	Bachelor of Science	Submitted to Secretariat	2012-Nov-20		<a href="#">Invoice</a>	
<a href="#">1213POPPU0001</a>	BSc in Computer Science Gaming Option	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

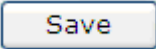
Logout  
Contact Us  
Text Size


Home  
» Home User: USER\_PBCU Organization: PBCU

Find Proposals Add a new proposal BC Public Degree Create

Public British Columbia University

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>	Diploma in Arts	Implementation	2012-Nov-19		
<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  icon to apply the change.


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

[Logout](#) [Contact Us](#)  
[Text Size](#)

[Home](#)

[» Home](#) [» View Proposal](#)

User: USER\_PBCU Organization: PBCU

[Contact Info](#)  
[Organization](#)  
[Reports](#)  
[FAQ](#)  
[Guidelines/Templates](#)


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

Proposal #	1213PBCU0002	<a href="#">History</a>
Status	Minister Approved	
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"/>		

**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"/> 	

[Save](#) [Cancel](#)

## How do I search for other institutions' proposal?

In order for a private or out of province institution to view other institution's proposal, a private or out-of-province institution must have at least one of the Ministerial Consent proposals.

### Step 1:

To view other institutions' proposals select the  icon.



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

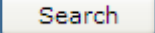
Home » Home User: USER\_POPPU Organization: POPPU

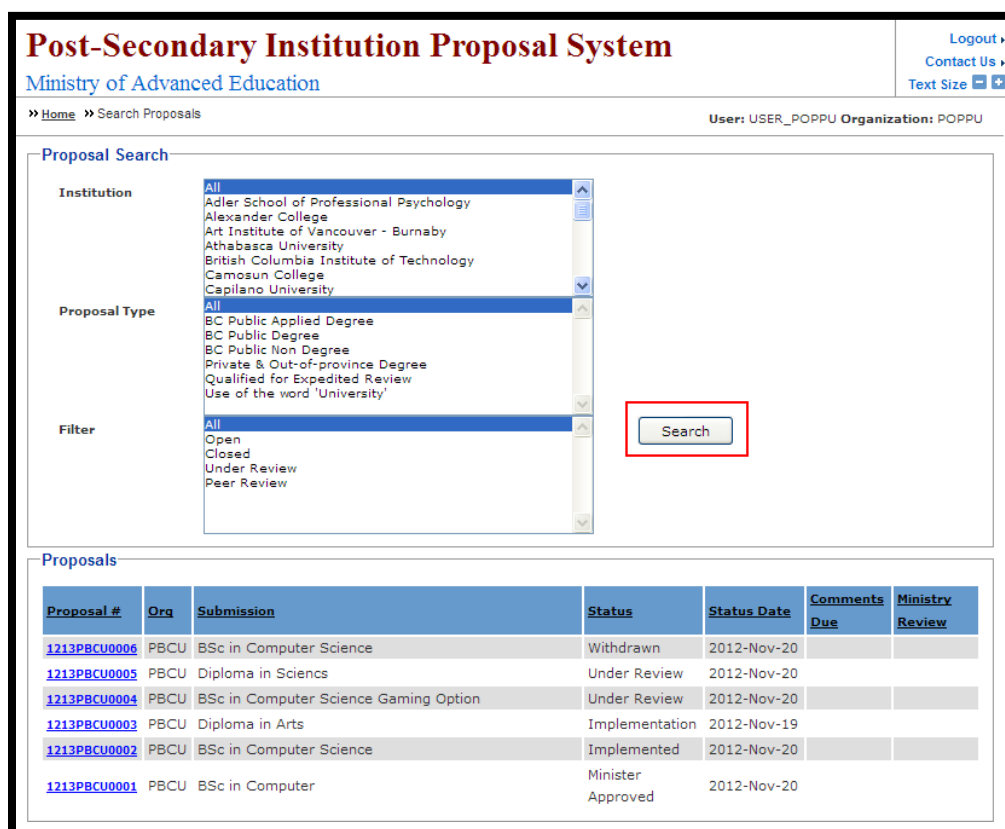
**Find Proposals** Add a new proposal Private & Out-of-province Degree **Create**

**Private Out-of Province Public University**

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<a href="#">1213POPPU0003*</a>	BSc in Computer Science	Initial Entry	2012-Nov-20			
<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	Ministerial Consent	2012-Nov-20		Received	

### Step 2:

Apply any filter and click on the  icon.



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

Home » Search Proposals User: USER\_POPPU Organization: POPPU

**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

**Search**

**Proposals**

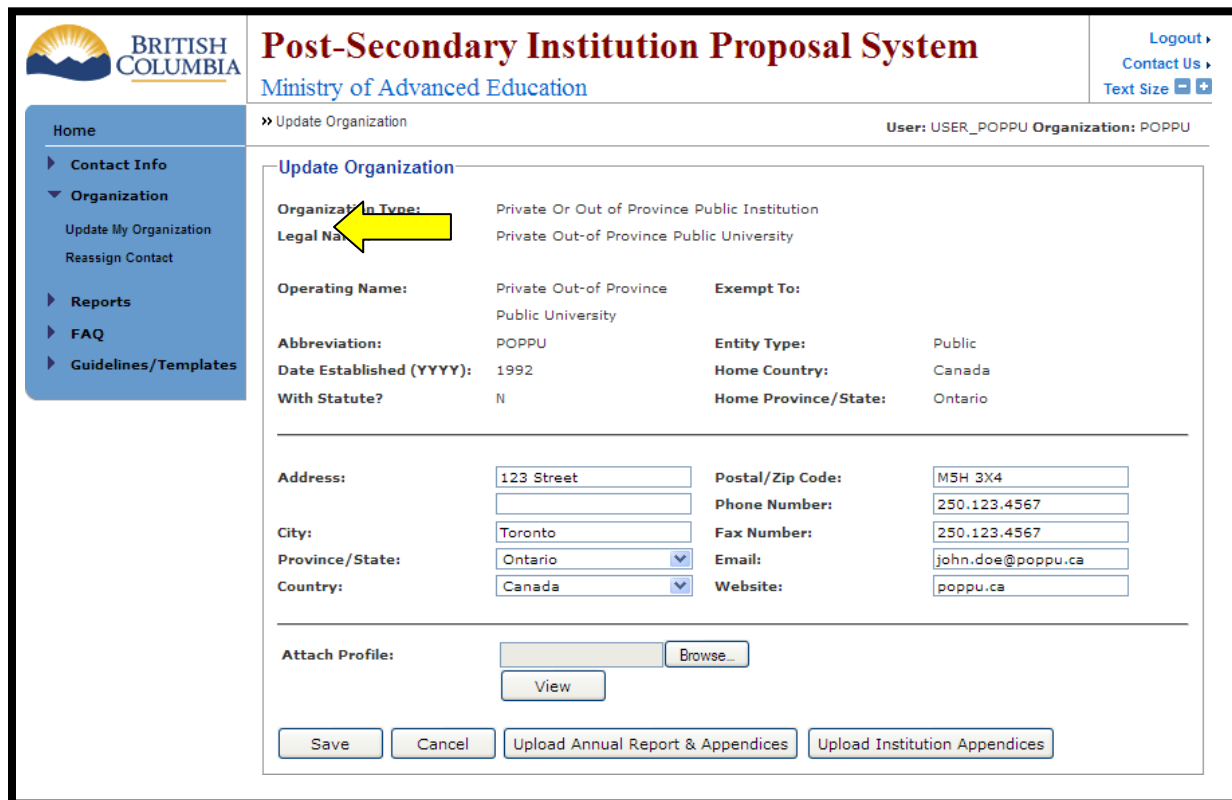
Proposal #	Org	Submission	Status	Status Date	Comments Due	Ministry Review
<a href="#">1213PBCU0006</a>	PBCU	BSc in Computer Science	Withdrawn	2012-Nov-20		
<a href="#">1213PBCU0005</a>	PBCU	Diploma in Sciences	Under Review	2012-Nov-20		
<a href="#">1213PBCU0004</a>	PBCU	BSc in Computer Science Gaming Option	Under Review	2012-Nov-20		
<a href="#">1213PBCU0003</a>	PBCU	Diploma in Arts	Implementation	2012-Nov-19		
<a href="#">1213PBCU0002</a>	PBCU	BSc in Computer Science	Implemented	2012-Nov-20		
<a href="#">1213PBCU0001</a>	PBCU	BSc in Computer	Minister Approved	2012-Nov-20		

### Step 2:

Click on any of the Proposal # to view the proposal.

## How do I upload an Annual Report and its Appendices?

**Step 1:** 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

Logout | Contact Us | Text Size

Home | >> Update Organization | User: USER\_POPPU Organization: POPPU

**Update Organization**

Organization Type: Private Or Out of Province Public Institution  
Legal Name: Private Out-of Province Public University

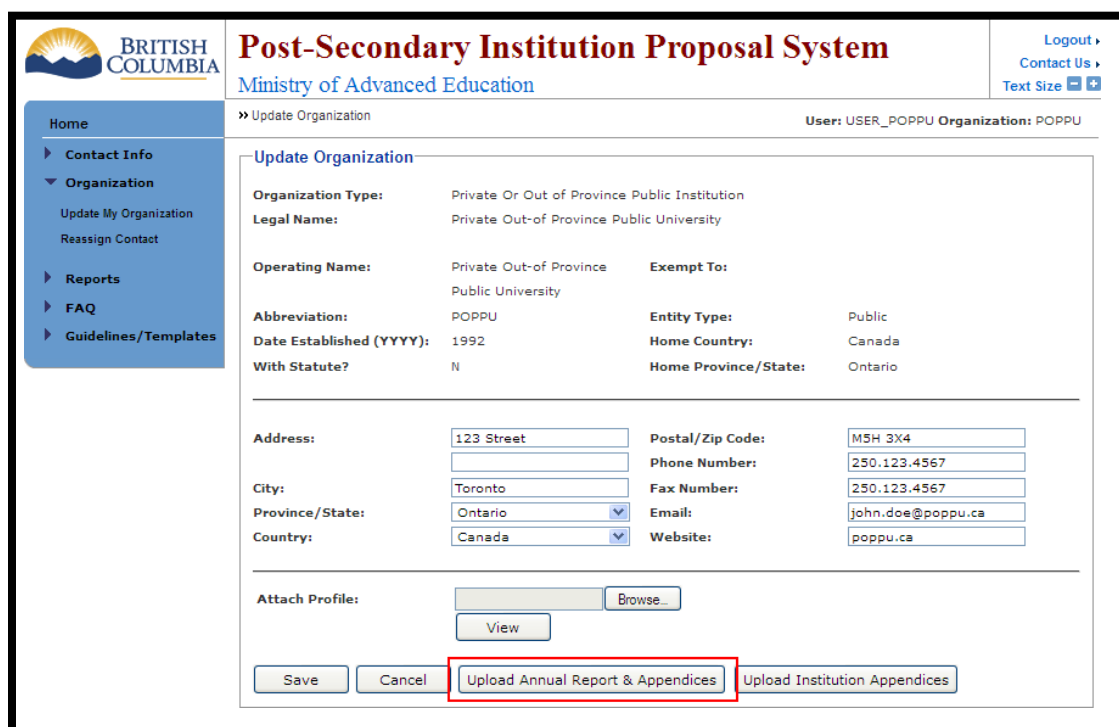
Operating Name: Private Out-of Province Public University  
Exempt To: Public University

Abbreviation: POPPU  
Entity Type: Public  
Date Established (YYYY): 1992  
Home Country: Canada  
With Statute?: N  
Home Province/State: Ontario

Address: 123 Street  
Postal/Zip Code: M5H 3X4  
City: Toronto  
Phone Number: 250.123.4567  
Province/State: Ontario  
Fax Number: 250.123.4567  
Country: Canada  
Email: john.doe@poppu.ca  
Website: poppu.ca

Attach Profile:

**Step 2:** Click on the **Upload Annual Report & Appendices** icon.



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

Logout | Contact Us | Text Size

Home | >> Update Organization | User: USER\_POPPU Organization: POPPU

**Update Organization**

Organization Type: Private Or Out of Province Public Institution  
Legal Name: Private Out-of Province Public University

Operating Name: Private Out-of Province Public University  
Exempt To: Public University

Abbreviation: POPPU  
Entity Type: Public  
Date Established (YYYY): 1992  
Home Country: Canada  
With Statute?: N  
Home Province/State: Ontario

Address: 123 Street  
Postal/Zip Code: M5H 3X4  
City: Toronto  
Phone Number: 250.123.4567  
Province/State: Ontario  
Fax Number: 250.123.4567  
Country: Canada  
Email: john.doe@poppu.ca  
Website: poppu.ca

Attach Profile:

**Step 3:** Select the Report Year, click [Browse...](#) to attach master report file. Please note that the file may have any format, not only PDF.

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

Logout  
Contact Us  
Text Size

» [Update Organization](#) » Annual Report Upload User: USER\_POPPU Organization: POPPU

**Add Annual Report**

Enter the Report Year: 2012/2013

Attach File:  [Browse...](#)

Submit Back

**Annual Reports**

Report Year	Date Submitted	Report	Appendices
-------------	----------------	--------	------------

**Step 4:** Click [Submit](#) icon to submit the report. The attached report is listed in the Annual Reports table.

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

Logout  
Contact Us  
Text Size

» [Update Organization](#) » Annual Report Upload User: USER\_POPPU Organization: POPPU

• Save Successful

**Add Annual Report**

Enter the Report Year: 2013/2014

Attach File:  [Browse...](#)

Submit Back

**Annual Reports**

Report Year	Date Submitted	Report	Appendices
2012/2013	2012-Nov-28	<span style="border: 1px solid red; padding: 2px;">View</span>	<span style="border: 1px solid red; padding: 2px;">Add/Delete Appendices</span>

**Step 5:** Click [Add/Delete Appendices](#) icon to add or delete appendices.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

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

[Update Organization](#) >> Annual Report Upload
User: USER\_POPPU Organization: POPPU

• Save Successful

## Add Annual Report

Enter the Report Year:

Attach File:  [Browse...](#)

[Submit](#) [Back](#)

## Annual Reports

Report Year	Date Submitted	Report	Appendices
2012/2013	2012-Nov-28	<a href="#">View</a>	<a href="#">Add/Delete Appendices</a>

**Step 6:** Click on the icon to attach appendix file; the file may be in a format different from PDF. Provide a comment then press icon to add the appendix.

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

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

[Update Organization](#) >> [Annual Report Upload](#) >> Annual Report Appendix Upload
User: USER\_POPPU Organization: POPPU

## Add Appendix for Annual Report 2012/2013

Attach File:  [Browse...](#)

Comment

[Submit](#) [Back](#)

## Appendices for Annual Report 2012/2013

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

**Step 7:** Your Annual Report's Appendix is added and listed in the table below. Click on the View icon to view the attached appendix.



# Post-Secondary Institution Proposal System

Ministry of Advanced Education

[Logout](#)

[Contact Us](#)

Text Size

[» Update Organization](#) [» Annual Report Upload](#) [» Annual Report Appendix Upload](#)

User: USER\_POPPU Organization: POPPU

• Save Successful

Add Appendix for Annual Report 2012/2013

Attach File:

Browse...

Comment

Submit

Back

Add Appendix for Annual Report 2012/2013

File Name	Date Submitted	Comment	
TEST PDF 02.pdf	2012-Nov-28	Appendix II	<div>View</div>
TEST PDF 01.pdf	2012-Nov-28	Appendix I	<div>View</div>

## How do I view my Annual Reports?

**Step 1:** On the Home Menu choose the Reports tab and then choose the Annual Report link.



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

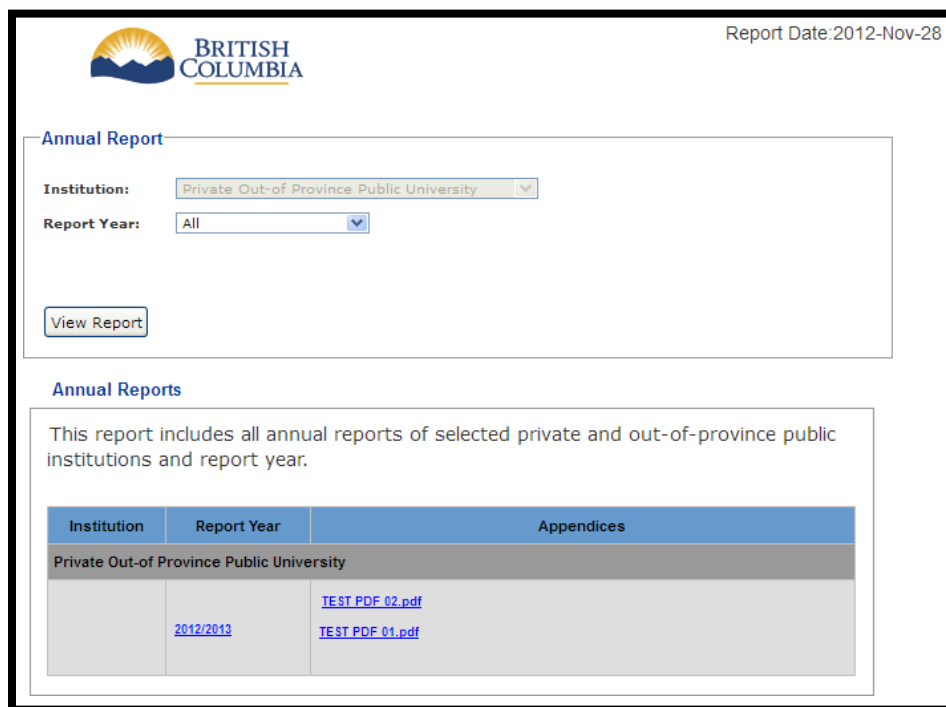
Home      User: USER\_POPPU Organization: POPPU

Find Proposals      Add a new proposal      Private & Out-of-province Degree      Create

**Private Out-of-Province Public University**

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<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	Ministerial Consent	2012-Nov-20		Received	

Your report is listed in the page. Click on the report year link to open the master report file. Click on any appendices file name to open the appendix.



Report Date: 2012-Nov-28

**Annual Report**

Institution: Private Out-of-Province Public University  
Report Year: All

View Report

**Annual Reports**

This report includes all annual reports of selected private and out-of-province public institutions and report year.

Institution	Report Year	Appendices
Private Out-of-Province Public University		
	<a href="#">2012/2013</a>	<a href="#">TEST PDF 02.pdf</a> <a href="#">TEST PDF 01.pdf</a>

## How do I view Periodic Review Report?

**Step 1:** On the Home Menu choose the Reports tab and then choose the Periodic Review Report link.



**BRITISH COLUMBIA**

# Post-Secondary Institution Proposal System

Logout  
Contact Us  
Text Size - +

Home    » Home    User: USER\_POPPU Organization: POPPU

Find Proposals    Add a new proposal    Private & Out-of-province Degree    Create

**Private Out-of Province Public University**

Proposal #	Submission	Status	Status Date	Comments Due	Payment	Expiry Date
<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	Ministerial Consent	2012-Nov-20		Received	

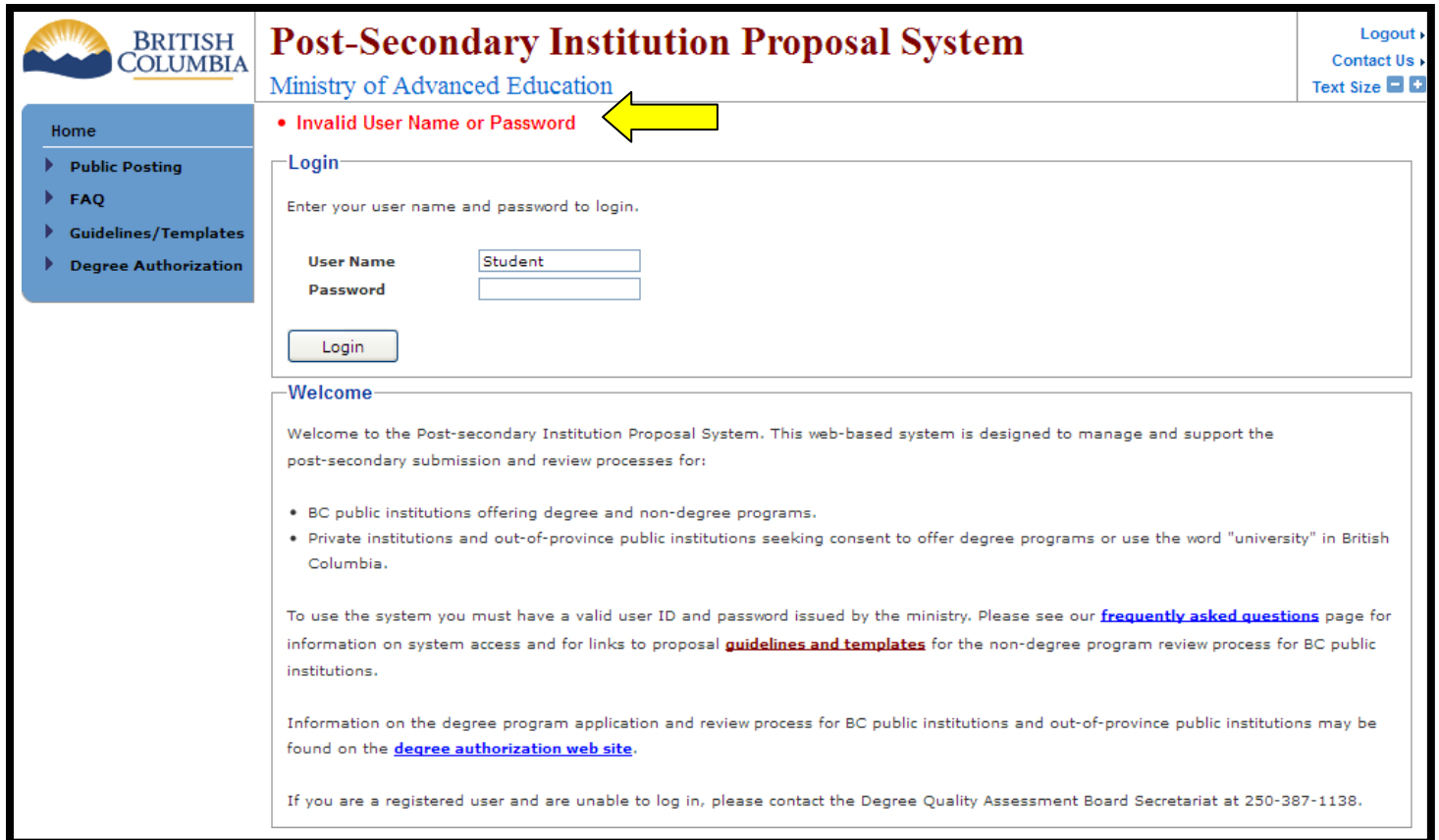
## **When will my proposal expire?**

Proposals of any type are transferred to the *Expired* status manually by the Secretariat when consent for that proposal ends.

## Error Messages

### Log-in Errors

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



The screenshot shows the login page of 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 yellow arrow points to a red error message: 'Invalid User Name or Password'. Below this is a 'Login' section with a prompt to enter username and password. The 'User Name' field contains 'Student' and the 'Password' field is empty. A 'Login' button is below the fields. A 'Welcome' section follows, providing information about the system and linking to frequently asked questions, guidelines and templates, and the degree authorization web site. It also provides contact information for the Degree Quality Assessment Board Secretariat.

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

• Invalid User Name or Password

**Login**

Enter your user name and password to login.

User Name:

Password:

**Welcome**

Welcome to the Post-secondary Institution Proposal System. This web-based system is designed to manage and support the post-secondary submission and review processes for:

- BC public institutions offering degree and non-degree programs.
- Private institutions and out-of-province public institutions seeking consent to offer degree programs or use the word "university" in British Columbia.

To use the system you must have a valid user ID and password issued by the ministry. Please see our [frequently asked questions](#) page for information on system access and for links to proposal [guidelines and templates](#) for the non-degree program review process for BC public institutions.

Information on the degree program application and review process for BC public institutions and out-of-province public institutions may be found on the [degree authorization web site](#).

If you are a registered user and are unable to log in, please contact the Degree Quality Assessment Board Secretariat at 250-387-1138.

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

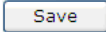
Field errors occur when the user does not complete a required field or inputs data incorrectly into the system.

If the user does not complete a required field the following error message is displayed and the required field is highlighted.

The screenshot shows the 'Post-Secondary Institution Proposal System' interface. The user is logged in as 'USER\_PBCU' and is in the 'Update Phone/Email' section. A red error message at the top states: 'All required fields must be completed'. A yellow arrow points to this message. Below the message, the 'Edit Phone/Email' form is displayed. The form includes fields for 'First Name' (John), 'Last Name' (Doe), 'Phone Number' (highlighted in red), and 'Email' (john.doe@pbcu.ca). The 'Phone Number' field is empty, indicating it is a required field that has not been completed. There are 'Save' and 'Cancel' buttons at the bottom of the form.

If a field is entered in the incorrect format a notice will display at the top of the screen and the entry in question will appear in red.

The screenshot shows the 'Post-Secondary Institution Proposal System' interface. The user is logged in as 'USER\_PBCU' and is in the 'Update Organization' section. A red error message at the top states: 'Invalid email address'. A yellow arrow points to this message. Below the message, the 'Update Organization' form is displayed. The form includes fields for 'Organization Type' (University), 'Legal Name' (Public British Columbia University), 'Operating Name' (Public British Columbia University), 'Abbreviation' (PBCU), 'Date Established (YYYY)' (2009), 'With Statute?' (N), 'Entity Type' (Public), 'Home Country' (Canada), and 'Home Province/State' (British Columbia). The 'Email' field is highlighted in red, indicating it is an invalid email address. There are 'Save', 'Cancel', 'Inventory', and 'Upload Institution Appendices' buttons at the bottom of the form.

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

Term	Definition or Synonym
<b>Applicant</b>	The organization submitting a proposal for a degree program, to use the word “university”, or to obtain Qualified for Expedited Review.
<b>Degree Quality Assessment Board (DQAB)</b>	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 is also responsible for reviewing applications from private and out-of-province institutions for use of the word “university. The Board may consult with subject experts, as required, and is responsible for making recommendations for approval or consent to the Minister.
<b>DQAB Secretariat (the Board Secretariat)</b>	Ministry Staff providing administrative support to the DQAB including administering the quality assessment process and communicating with applicants regarding issues and outcomes.
<b>Expert Review</b>	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. 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.
<b>Institutional Contact</b>	This individual is usually the Vice President of Academic for an institution. The Institutional Contact is the assumed owner of the PSIPS user ID; however, they may delegate their responsibilities to others within their institution who that have the authority to act on their behalf.
<b>Ministry</b>	The Ministry of Regional Economic and Skills Development 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.
<b>Peer Review</b>	The peer review process is a 30 day review done by the peer institutions both public and private. The peers review a proposal and documents and submit comments or upload relevant documents.
<b>Proponent</b>	Same as applicant – The institution submitting an application.
<b>Proposal</b>	A document outlining an application for a degree program, to use the word “university”, or to obtain Qualified for Expedited Review.
<b>Peer Review</b>	The peer review process is a 30 day review done by the peer institutions both public and private. The peers review a proposal and documents and submit comments or upload relevant documents.

Status	Description
<b>Applicant Signed Terms &amp; Conditions</b>	The applicant has agreed to the terms and conditions of Ministerial consent.
<b>DQAB Recommend Approval</b>	Once the DQAB assessment is complete, if the Board decides to recommend the Minister grant consent, the Board Secretariat will record the status as “DQAB Recommend Approval” with a recommendation date and draft synopsis of the DQAB’s assessment.
<b>DQAB Recommend Denial</b>	Once the DQAB assessment is complete, if the Board decides to recommend consent not be granted by the Minister, the Board Secretariat will record the status as “DQAB Recommend Denial” with a recommendation date and draft synopsis of the DQAB’s assessment.
<b>Exempt Verification</b>	Only for institutions that have obtained Qualified for Expedited Review. Application is under review.
<b>Full Review Required</b>	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.
<b>Initial Entry</b>	The applicant has entered and saved some data related to an application, but has not yet attached a proposal document.
<b>Minister Approved/ Denied</b> (For Qualified for Expedited Review Applications Only)	Ministerial Approval for the Organization is not consent, but represents that the organization has met the criteria to provide/offer degree level programming and obtain Qualified for Expedited Review to a particular degree level.
<b>Ministerial Consent</b> (For Degree Program and Use of the word ‘University’ Applications only)	The Minister will make all final decisions using the DQAB recommendation as primary input. Ministerial Consent for degree programs and use of the word ‘university’ applications is effective once the terms and conditions of consent have been signed and returned by the applicant.
<b>On Hold</b>	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.
<b>Post-consent Change</b> (For Degree Program and Use of the word ‘University’ Applications Only)	To record a change after Ministerial consent is in place.
<b>Revisions Required</b>	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.
<b>Submitted to Secretariat</b>	The applicant has saved all required data and has chosen to submit the application to the Board Secretariat to begin the quality assessment process. In this state, the request is awaiting verification by the Board Secretariat for completeness.
<b>Terms and Conditions Sent</b>	If the DQAB recommendation for approval is accepted by the applicant, terms and conditions will be drawn up and sent to the applicant for signature.
<b>Under Review</b>	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, the proposal is posted on the public web page and auto-emails are sent to the applicant, Board Secretariat, and DQAB. The application will remain in this state until the DQAB makes its recommendation.
<b>Verified</b>	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.
<b>Withdrawn</b>	The applicant has provided the Board Secretariat with a written request to withdraw the application.



<b>Data Entry Field</b>	<b>Description</b>
<b>Approval Body</b>	Record any prior accrediting body approvals that may help the DQAB decide how to proceed in reviewing an application.
<b>Attach File</b>	This field is where the PDF file is located and then attached to the proposal.
<b>Attachment Type</b>	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.
<b>Confirm New Password</b>	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.
<b>Contact Email</b>	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
<b>Contact Phone</b>	This is a free screen field that allows the institutional contact to provide a business phone number. Format: xxx.xxx.xxx
<b>Credential Level</b>	The credential applicable to the program proposal.
<b>Degree Name on Transcript</b>	Full name of the credential/program as it will appear on the student's transcript. (e.g. Bachelor of Science, Physics)
<b>New Password</b>	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.
<b>Primary Program Contact Information</b>	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.
<b>Senior Governance Body Approval Date</b>	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.
<b>Short Description of Proposal</b>	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.

<b>Icons</b>	<b>Description</b>
<b>Add Appendix</b>	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.
<b>Add Comments</b>	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.
<b>Add Documents</b>	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.
<b>Add Initial Proposal Document</b>	This allows the applicant to post the main proposal PDF document. This is the first step after initial entry.
<b>Submit to Secretariat</b>	This displays a screen that allows the applicant to submit an application to the Board Secretariat for review.

## PSIPS Quick Reference Guide (Private and Out-of-Province Public Institutions)

### Adding a Proposal (Degree Program, Use of the word "University" and Qualified for Expedited Review)

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 <u>Create</u> .	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 <u>Save</u> . 3. Click on <u>Add Initial Proposal Document</u> 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 <u>Browse...</u> . 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 <u>Submit</u> . 8. To add appendices choose <u>Add Appendix</u> on the <u>Proposal Application</u> screen and follow steps 4-7.	The online comment will appear in the Document Summary List on the View Application Screen.  A record of the document(s) will appear on the View Application Screen.
Proposal Application Submit to Secretariat	9. Once the proposal document and all appendices are attached click <u>Submit to Secretariat</u> . 10. Read the privacy and access to information notice on the <u>Submit to Secretariat</u> screen. When you are ready choose <u>I Submit</u> to continue.	You must already have added all required documents to the application
E-Contract	11. At the <u>E-Contract</u> screen read the electronic contract text. If you choose to continue with the submission, accept the terms by selecting <u>Display E-Contract</u> .	
Comments	12. Choose <u>Back</u> on the <u>Comments</u> screen. 13. A fee remittance slip will be displayed in a different browser window to keep for your records.	

### Adding a Peer Review

From the home screen choose the Find BC Public Proposals 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 Add Comment icon on the proposal screen and attach your document by following steps 4-7 under Adding a Proposal.

### Login/Logout

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.

### 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 Browse... and locating the document on your computer.

3. Once you are finished with your changes choose Save.

### 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.

### Change Password

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.

### Revising Documents

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 Browse... and choosing the new document from your computer using the "Look in" field and then click "Open."

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 Submit.

6. Repeat Steps 2-5 to revise more documents.