



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

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

**User Guide**

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## Document Purpose

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

## Overview

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

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

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

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

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

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

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

### **About Documents and Comments**

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

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

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

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

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

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

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

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

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

## **Application States**

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

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

The diagram covers three types of applications:

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



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

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

## System Basics

### Minimum Requirements

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

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

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

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

### Browser Navigation Buttons

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



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

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

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

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

### Applicant Actions – BC Public Institutions

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

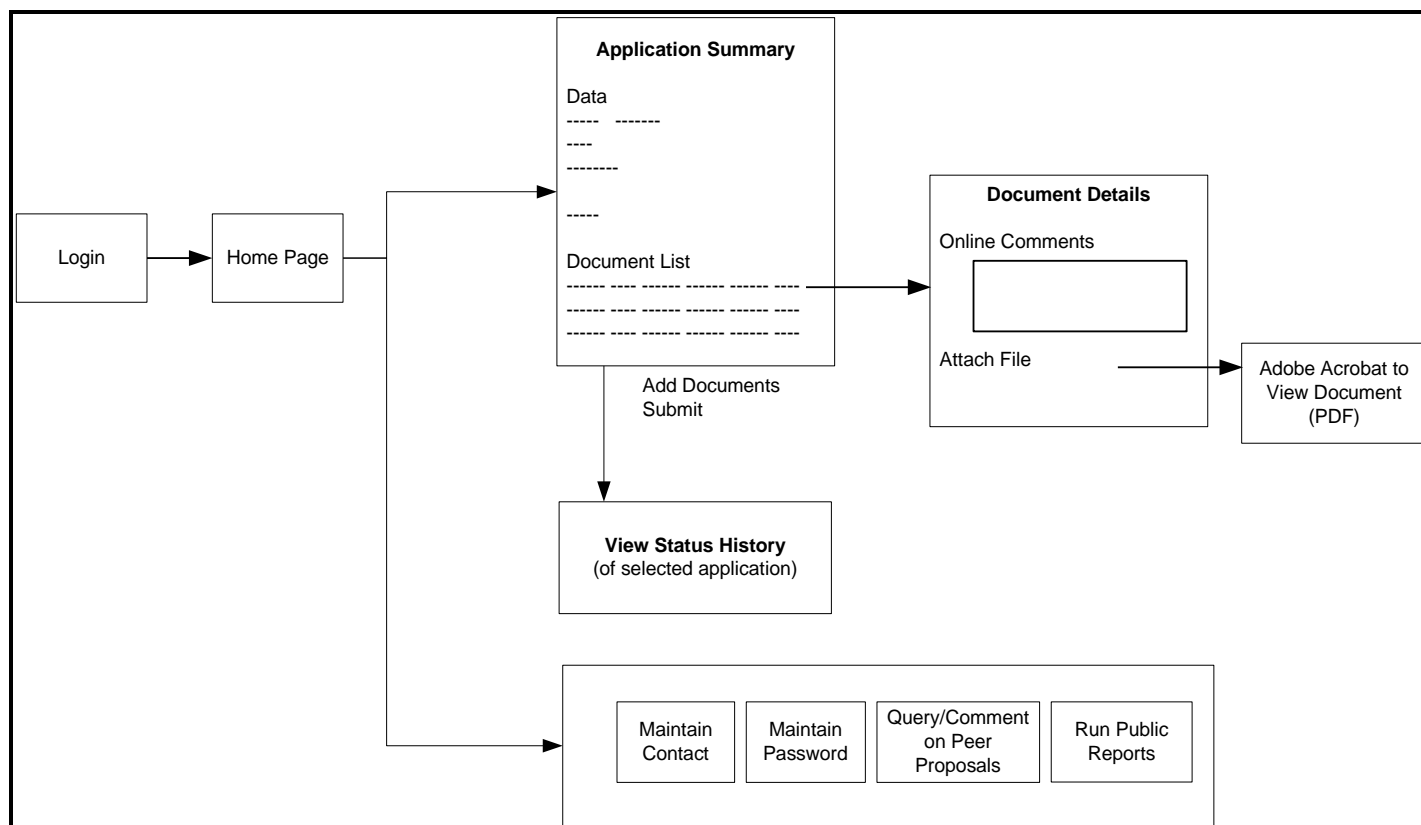
An application cannot be modified unless the Board Secretariat moves the status to “Revisions required”. If the applicant chooses to withdraw the application or put it on hold, he/she must do so by notifying the Board Secretariat in writing.

## Screen Reference

The following diagrams outline the screen flows.

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

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



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

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



## Visual Reference Guide

## How do I log in?

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

**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 to display after logging in:

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

User: USER\_PBCU Organization: PBCU

Find Proposals

Add a new proposal BC Public Degree

Create

**Public British Columbia University**

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

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

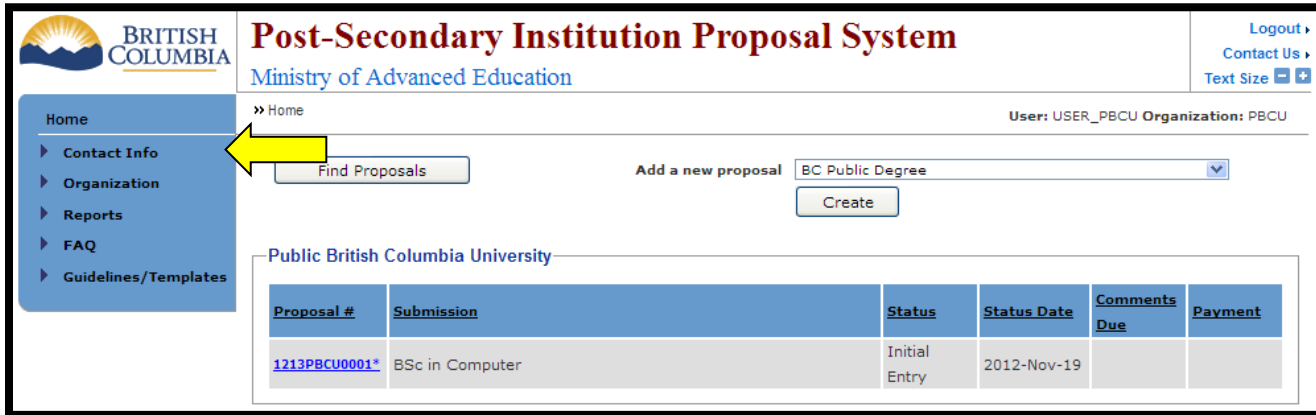
TIP:



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

## How do I update contact information?

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



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

Logout | Contact Us | Text Size

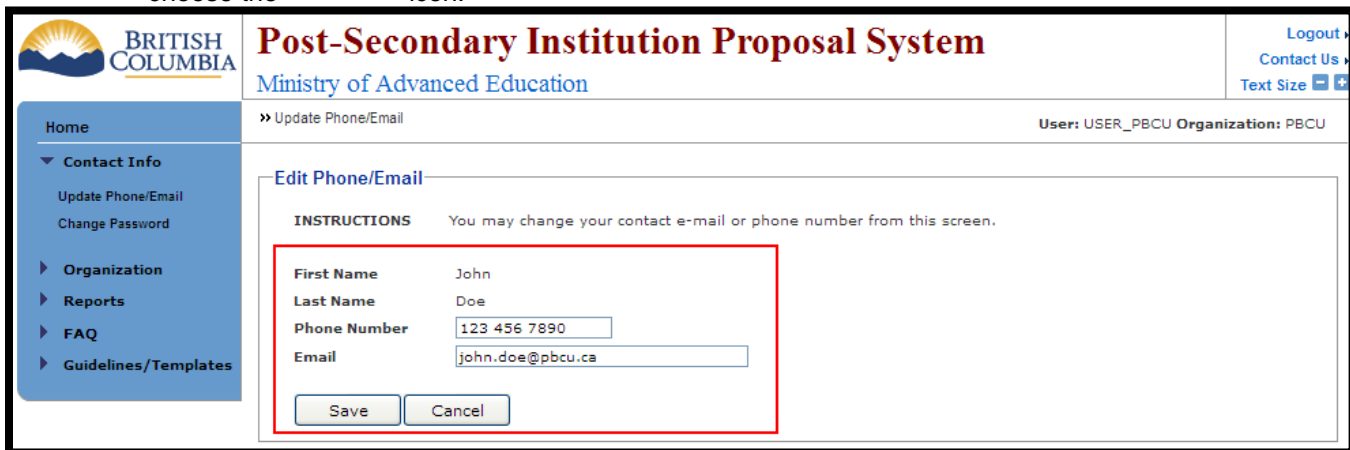
Home | >> Home | User: USER\_PBCU Organization: PBCU

Find Proposals | Add a new proposal: BC Public Degree | Create

Public British Columbia University

Proposal #	Submission	Status	Status Date	Comments Due	Payment
1213PBCU0001*	BSc in Computer	Initial Entry	2012-Nov-19		

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



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

Logout | Contact Us | Text Size

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

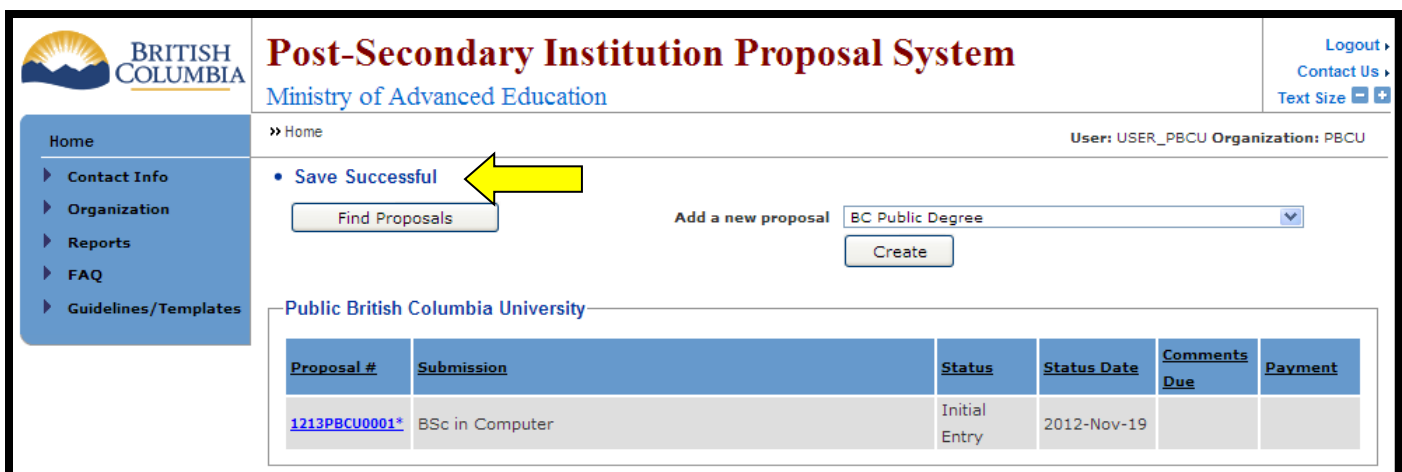
Update Phone/Email

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

First Name: John  
Last Name: Doe  
Phone Number: 123 456 7890  
Email: john.doe@pbcu.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.



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

Logout | Contact Us | Text Size

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

• Save Successful

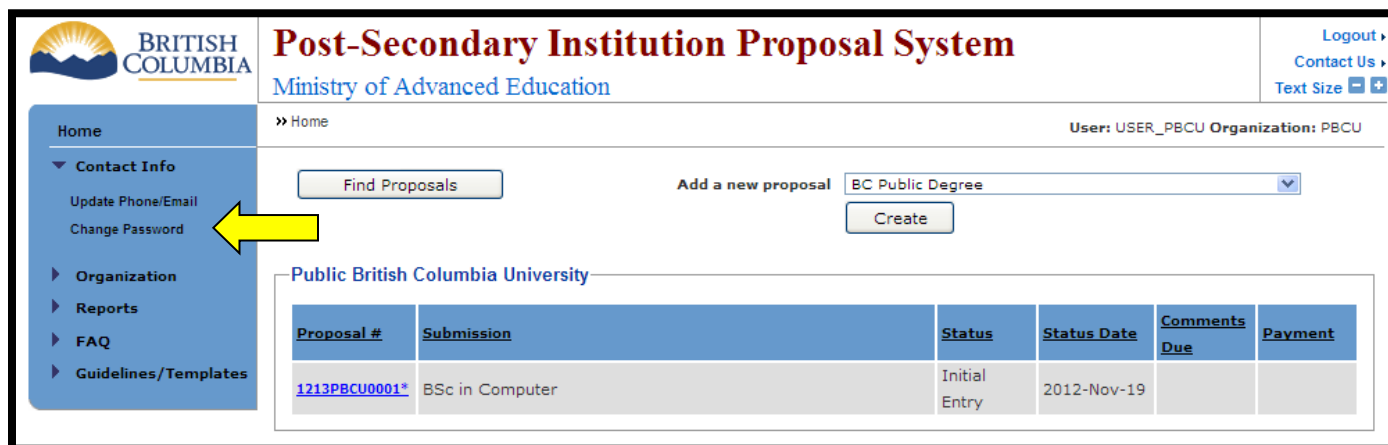
Find Proposals | Add a new proposal: BC Public Degree | Create

Public British Columbia University

Proposal #	Submission	Status	Status Date	Comments Due	Payment
1213PBCU0001*	BSc in Computer	Initial Entry	2012-Nov-19		

## How do I modify my password?

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



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

Logout  
Contact Us  
Text Size

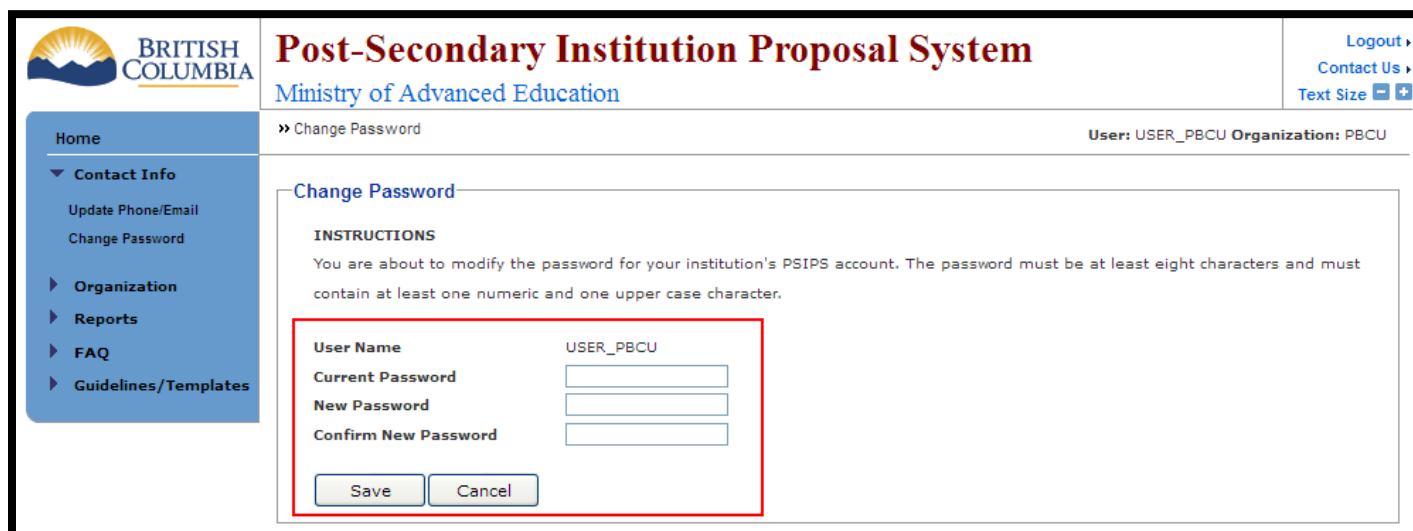
Home » Home User: USER\_PBCU Organization: PBCU

Find Proposals Add a new proposal BC Public Degree Create

Public British Columbia University

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

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



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

Logout  
Contact Us  
Text Size

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

**Change Password**

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

User Name USER\_PBCU

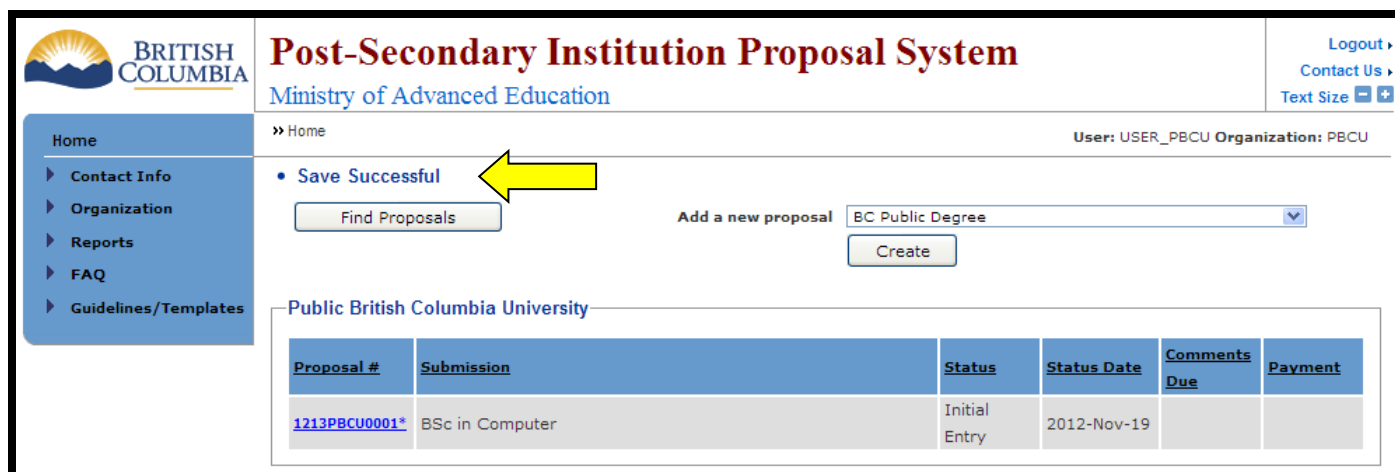
Current Password

New Password

Confirm New Password

Save Cancel

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



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

Logout  
Contact Us  
Text Size

Home  
Contact Info  
Organization  
Reports  
FAQ  
Guidelines/Templates

» Home User: USER\_PBCU Organization: PBCU

• **Save Successful**

Find Proposals

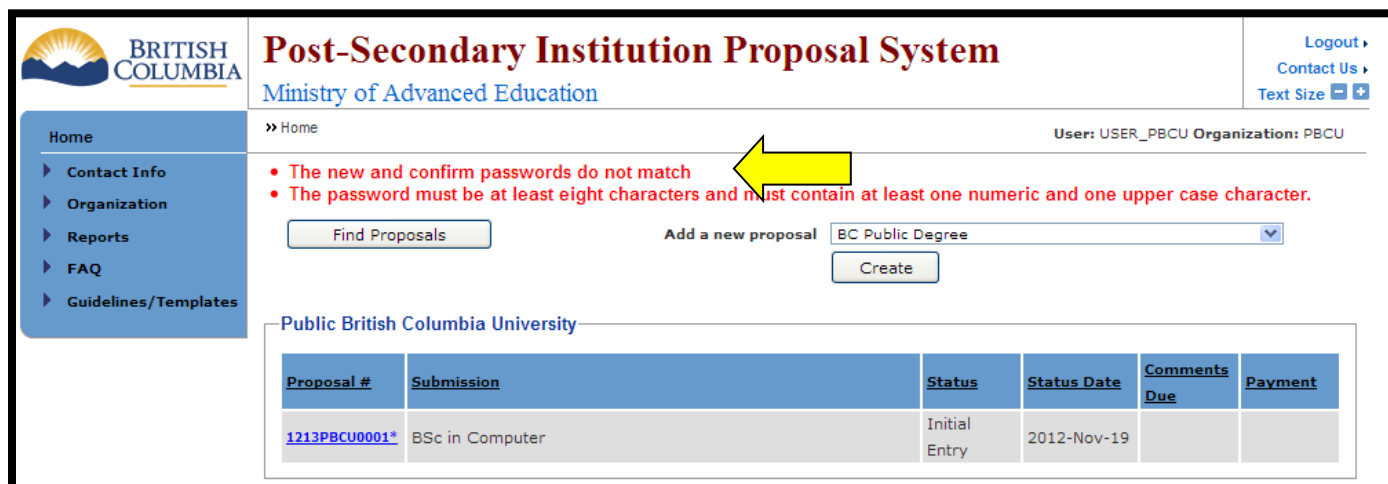
Add a new proposal BC Public Degree

Create

Public British Columbia University

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

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  
Contact Info  
Organization  
Reports  
FAQ  
Guidelines/Templates

» Home User: USER\_PBCU Organization: PBCU

• 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.

Find Proposals

Add a new proposal BC Public Degree

Create

Public British Columbia University

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

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

Find Proposals

Add a new proposal BC Public Degree

Create

Public British Columbia University

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

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

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

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

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

**BRITISH COLUMBIA**

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

Logout  
Contact Us  
Text Size

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

» Update Organization User: USER\_PBCU Organization: PBCU

**Update Organization**

Organization Type: University  
Name: Public British Columbia University

Operating Name: Public British Columbia University  
Exempt To:

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

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

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

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


## How do I upload Institution Appendices?

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



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

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



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

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

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

[» Update Organization](#) » Institution Appendices

User: USER\_PBCU Organization: PBCU

### Add Institutional Appendix

Attach File:

Comment


### Institutional Appendices

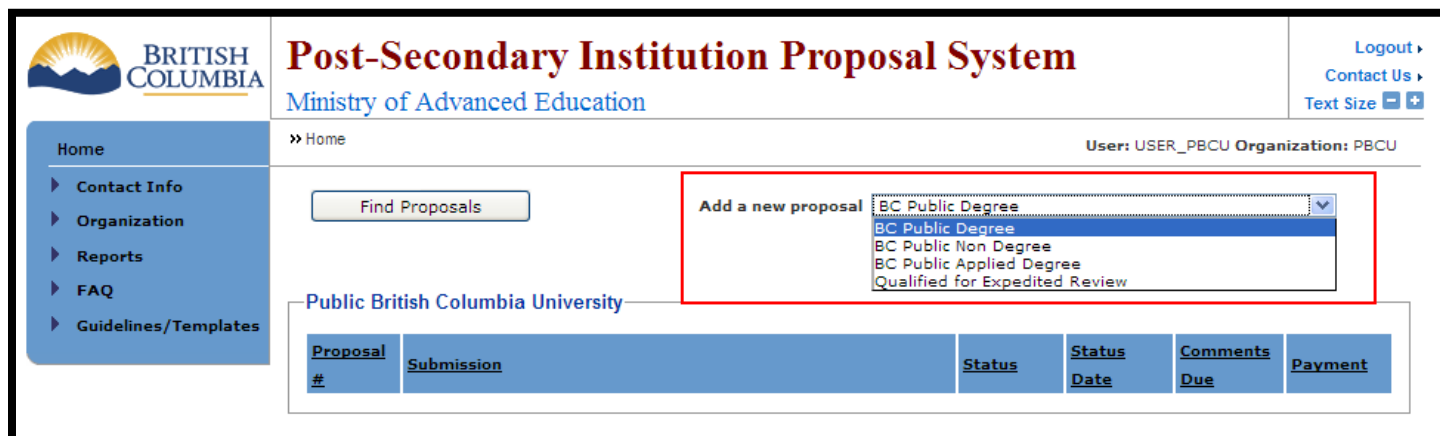
File Name	Date Submitted	Comment
-----------	----------------	---------

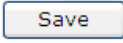


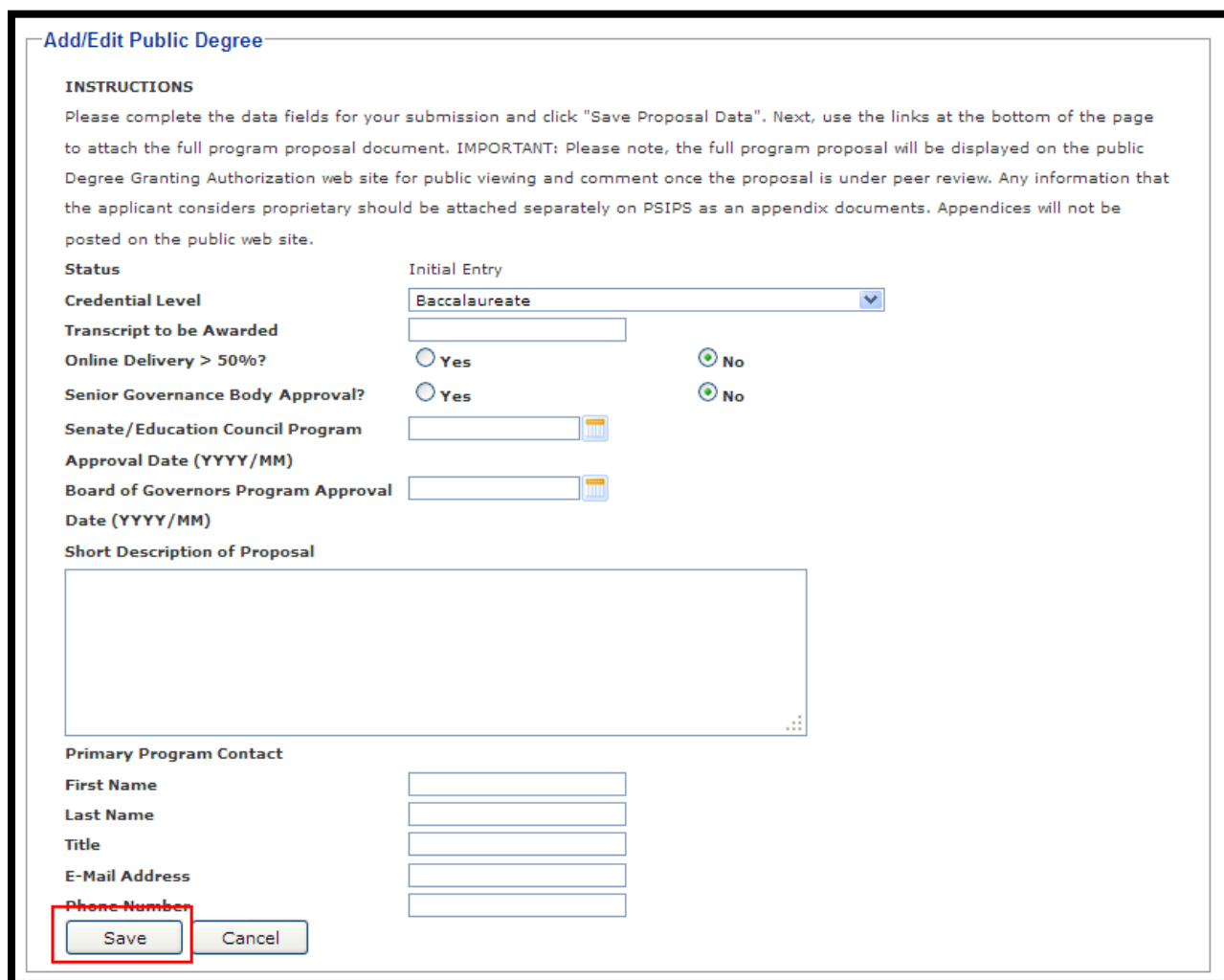
## How do I submit a proposal?

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

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



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




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

**Add Initial Proposal Document**

icon will appear at the bottom of the screen.

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

• **Save Successful** 

**Add/Edit Public Degree**

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

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

Description	Org	Contact	Date Posted	Comment	Attachment Type
<b>Add Initial Proposal Document</b>					<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.

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

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

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

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

• **Save Successful**

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

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

Proposal # 1213PBCU0002

Status Ready For Peer Review [History](#)

Credential Level

Transcript to be Awarded

Online Delivery > 50%? ☐ Yes ☒ No

Senior Governance Body Approval? ☐ Yes ☒ No

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

Board of Governors Program Approval Date (YYYY/MM)

Short Description of Proposal

**Primary Program Contact**

First Name

Last Name

Title

E-Mail Address


Phone Number

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

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


[Add Appendix](#) [Withdraw](#) [Request Peer Review](#)

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

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

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

Home [» Home](#) [» Edit Proposal](#) [» Comment/Upload PDF](#) User: USER\_PBCU Organization: PBCU

**Add Appendix Document** 

Online Comment

Attach File

Attachment Type

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

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

• Save Successful

Add/Edit Public Degree - Public British Columbia University

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

Proposal # 1213PBCU0002

Status Ready For Peer Review [History](#)

Credential Level **Baccalaureate**

Transcript to be Awarded **BSc in Computer Science**

Online Delivery > 50%? ☐ Yes ☒ No

Senior Governance Body Approval? ☐ Yes ☒ No

Senate/Education Council Program Approval Date (YYYY/MM) 2009/11

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

Short Description of Proposal BSc in Computer Science

Primary Program Contact

First Name John

Last Name Doe

Title President

E-Mail Address john.doe@pbcu.ca


Phone Number 250 123-4567

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

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

[Add Appendix](#) [Withdraw](#) [Request Peer Review](#)

**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 [Request Peer Review](#) icon to continue.

 **BRITISH COLUMBIA**

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

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

[Home](#) [Comment/Upload PDF](#) [Edit Proposal](#) [Status Update](#) **User: USER\_PBCU Organization: PBCU**

**Request for Peer Review**

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

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

[Request Peer Review](#) [Cancel](#)

**Step 12:** Click the [Back](#) icon.

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

**BRITISH COLUMBIA**

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

Logout >  
Contact Us >  
Text Size [A] [A] [A]

» Home » Edit Proposal » Status Update » Comment/Upload PDF

User: USER\_PBCU Organization: PBCU

- 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

Attach File

Attachment Type

Letter


Submit

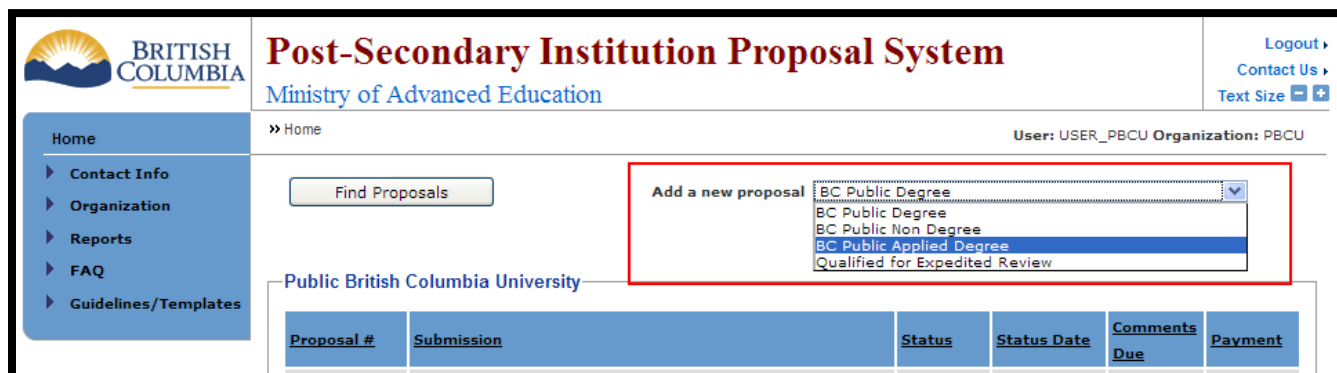
Back


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

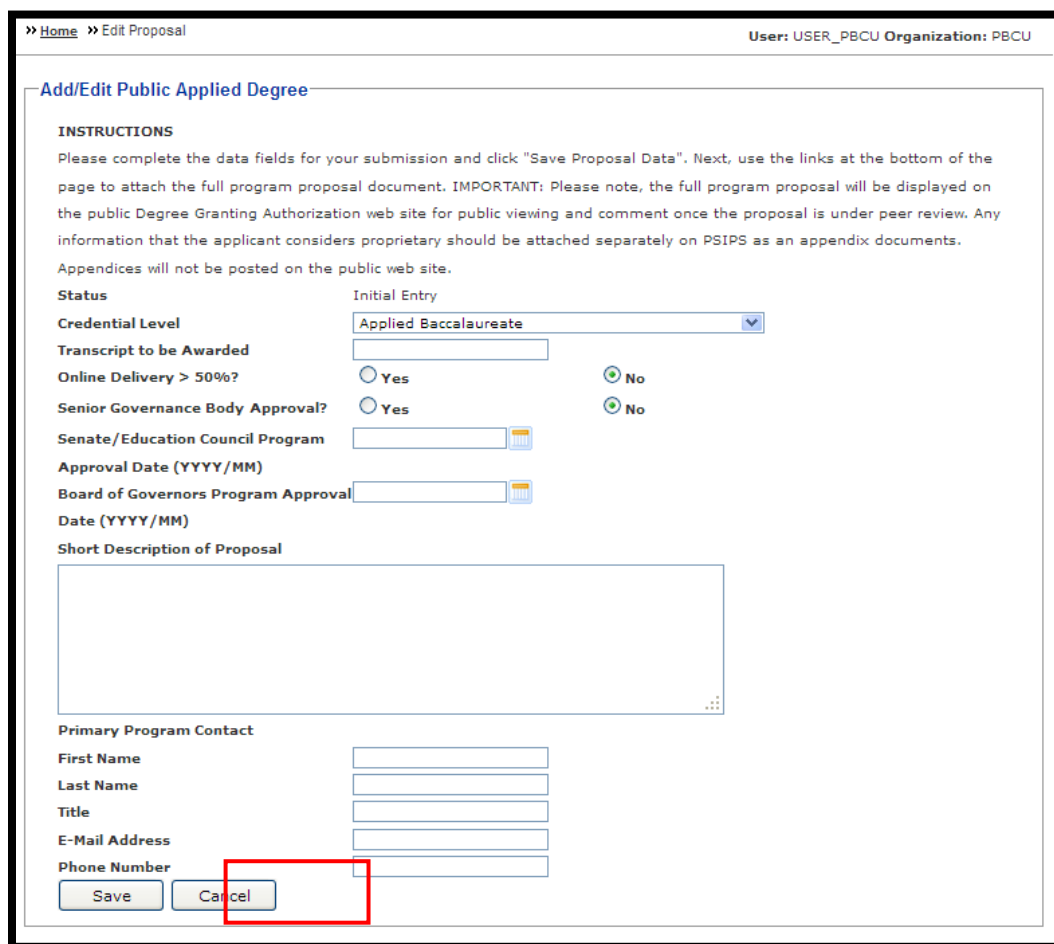
## How do I submit a BC Public Applied Degree proposal?

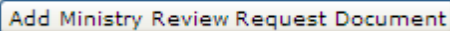
NOTE: Information on the submission process for Non-Degree Proposals can be found on page 20 of this manual.


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



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



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



**BRITISH COLUMBIA**

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

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

» [Home](#) » [Edit Proposal](#)
User: USER\_PBCU Organization: PBCU

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

**INSTRUCTIONS**

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

**Proposal #** 1213PBCU0001

**Status** Initial Entry

**Credential Level** Applied Baccalaureate

**Transcript to be Awarded** BSc in Computer

**Online Delivery > 50%?** ☐ Yes ☒ No

**Senior Governance Body Approval?** ☒ Yes ☐ No

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

**Approval Date (YYYY/MM)**

**Board of Governors Program** 2009/11

**Approval Date (YYYY/MM)**

**Short Description of Proposal**

BSc In Computer Science

[History](#)

**Primary Program Contact**

**First Name** John

**Last Name** Doe

**Title** President

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

**Phone Number** 250-1234567

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

Description	Org	Contact	Date Posted	Comment	Attachment Type
<a href="#">Add Ministry Review Request Document</a>					<a href="#">Withdraw</a>

**Step 3:**

Click on the [Add Ministry Review Request Document](#) icon to attach the proposal documents to the application.

**Step 4:**

From the [Add Ministry Review Request Document](#) screen you can attach a PDF file by selecting the [Browse...](#) icon to locate the proposal document on your computer.



**Add Ministry Review Request Document**

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

**Online Comment**

**Attach File**


**Attachment Type**

Ministry Review Request

Submit Back

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

## How do I submit a Non Degree proposal?

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



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


User: USER\_PBCU Organization: PBCU

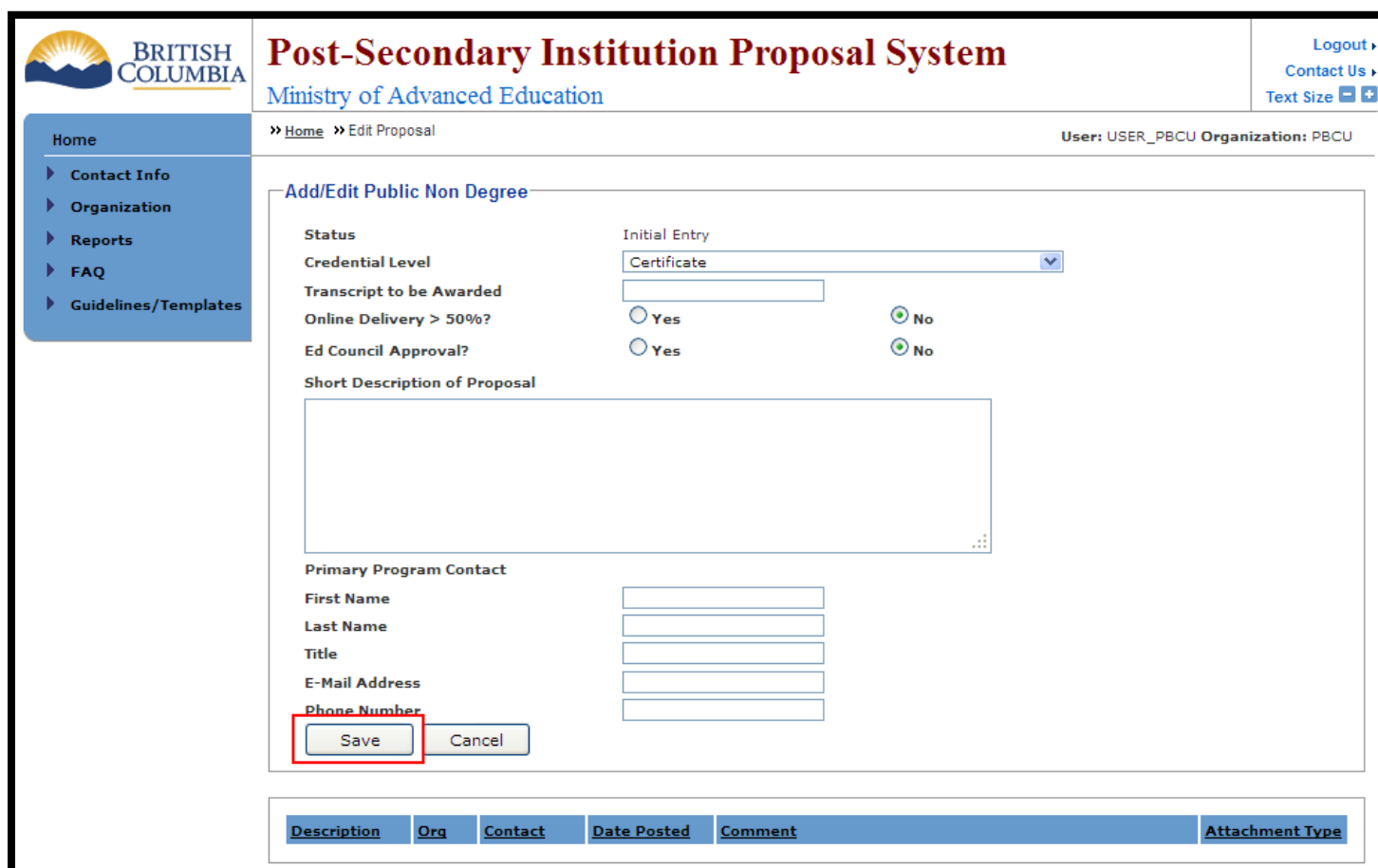
Find Proposals

Add a new proposal

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

Proposal #	Submission	Status	Status Date	Comments Due	Payment
		Peer			

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



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

User: USER\_PBCU Organization: PBCU

Home > Edit Proposal

Add/Edit Public Non Degree

Status

Credential Level

Transcript to be Awarded

Online Delivery > 50%?

Ed Council Approval?

Short Description of Proposal

Primary Program Contact

First Name

Last Name

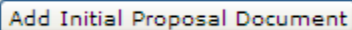
Title

E-Mail Address

Phone Number

Save Cancel

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

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

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

Logout  
Contact Us  
Text Size

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

• **Save Successful**

**Add/Edit Public Non Degree**

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

Description	Org	Contact	Date Posted	Comment	Attachment Type
Add Initial Proposal Document Withdraw					

**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.

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

Logout  
Contact Us  
Text Size

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

**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 Proposal

Browse...

Submit Back

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


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

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

The screenshot shows the 'Post-Secondary Institution Proposal System' web interface. The header includes the British Columbia logo and the title 'Post-Secondary Institution Proposal System' under the 'Ministry of Advanced Education'. A navigation menu on the left lists 'Home', 'Contact Info', 'Organization', 'Reports', 'FAQ', and 'Guidelines/Templates'. The main content area is titled 'Add Initial Proposal Document' and contains instructions: '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.' Below this, there is an 'Online Comment' section with a text area containing the word 'Proposal'. To the left of the text area are labels for 'Attach File' and 'Attachment Type'. The 'Attach File' section shows a file path 'C:\Documents and S...' and a 'Browse...' button. The 'Attachment Type' is a dropdown menu currently set to 'Proposal'. At the bottom of the form, there is a 'Submit' button (highlighted with a red box) and a 'Back' button. The top right corner of the page has links for 'Logout', 'Contact Us', and 'Text Size'.

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

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

• **Save Successful** 



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

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

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

Add More Proposal Documents Submit to Peers Withdraw

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

 **BRITISH COLUMBIA** 
[Logout](#)   
[Contact Us](#)   
 Text Size 

## Post-Secondary Institution Proposal System

Ministry of Advanced Education

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

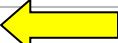
### Add More Proposal Documents

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

**Online Comment**  
  
**Attach File** Browse...  
**Attachment Type** Proposal  
Submit Back

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

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

• **Save Successful** 


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

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

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

Add More Proposal Documents **Submit to Peers** Withdraw

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

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

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


**Submit to Peers**

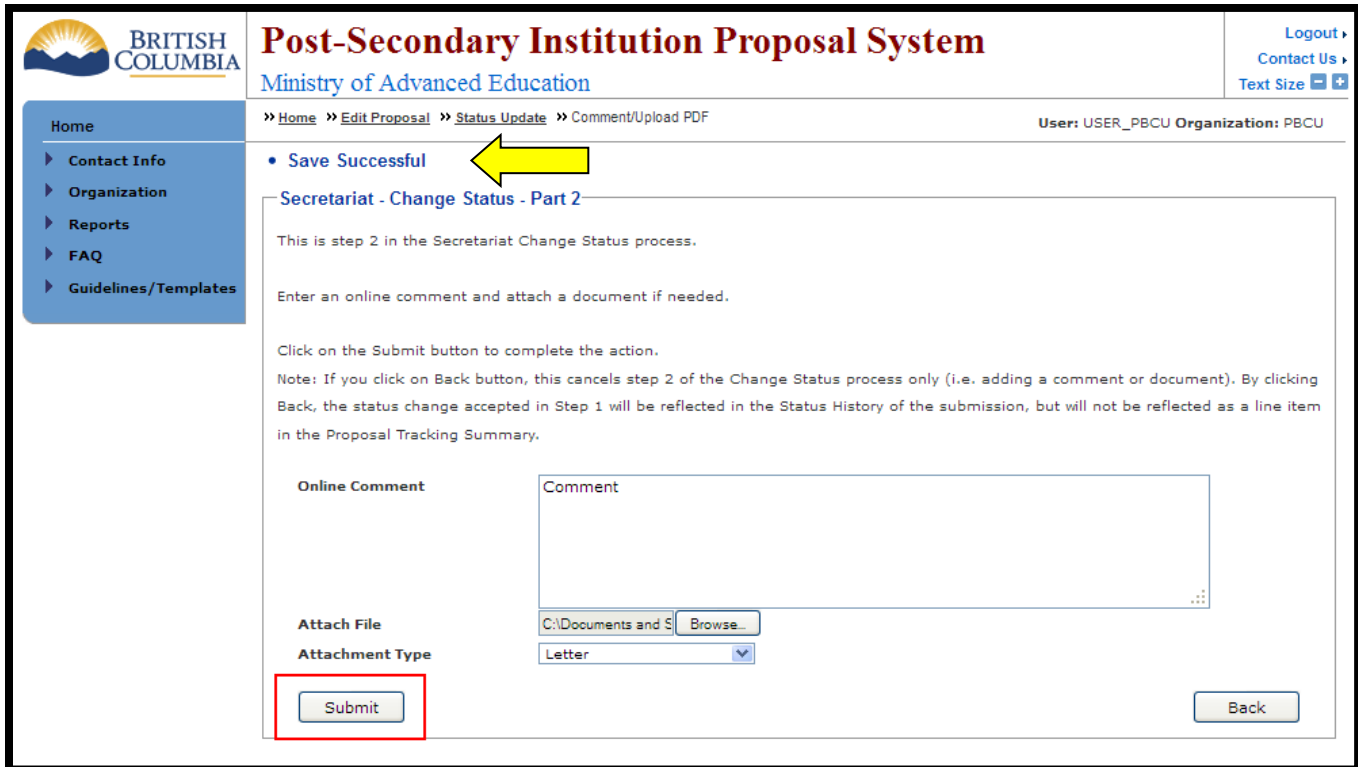
You are about to submit a proposal to Peer Review. The proponent, peers and Secretariat will receive email notification. Click on the Submit to Peers link to continue or cancel to return.

The new status Effective Date will be 2012-Nov-19 when you press the Submit To Peers button

**Submit To Peers** Cancel

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

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



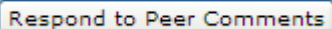
The View Proposal screen will display a “Save Successful” notice.

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

**Step 13:**

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

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

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

» [Home](#) » [Edit Proposal](#) User: USER\_PBCU Organization: PBCU


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

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

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

[Add Comment](#) [Respond to Peer Comments](#) [Withdraw](#)

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

 **Post-Secondary Institution Proposal System**  
 Ministry of Advanced Education [Logout](#)  
[Contact Us](#)  
 Text Size

» [Home](#) » [Edit Proposal](#) » [Comment/Upload PDF](#) User: USER\_PBCU Organization: PBCU

### Response to Comments (non degree)

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

**Online Comment**  
 Comment to BC Public Institution  
**Attach File** C:\Documents and Settings\... Browse...  
**Attachment Type** Letter  
Submit Back



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

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

Home » [Edit Proposal](#) » Comment/Upload PDF User: USER\_PBCU Organization: PBCU

**Response to Comments (non degree)**

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

Online Comment: No Comments Received

Attach File:

Attachment Type: Letter

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

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

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

Proposal # 1213PBCU0003

Status Response To Peer Comments [History](#)

Credential Level Diploma

Transcript to be Awarded Diploma in Arts

Online Delivery > 50%? ☐ Yes ☒ No

Ed Council Approval? ☐ Yes ☒ No

Short Description of Proposal  
Diploma in Arts

Primary Program Contact

First Name John

Last Name Doe

Title President

E-Mail Address john.doe@pbcu.ca

Phone Number 250 123-4567

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

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

[Withdraw](#) [Revisions Pending](#) [On Hold](#) [Implementation](#)

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

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

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

**Implementation (Non Degree) - Part 1**

You are moving your proposal to an implementation state. This is the first screen in a two part process. You MUST enter a planned implementation date. NEW: You are no longer required to enter a student financial aid code. If the code you require is not found in the drop-down menu, leave this selection at the default code (PAA).

Planned Implementation Date: 2009/11/09 (YYYY/MM/DD) Student Financial Aid Coding: PAA

Please Confirm the following. If these fields have not changed from the original proposal, then please skip this step.

Credential Level: Diploma  
Transcript to be Awarded: Diploma in Arts  
Online Delivery > 50%? ☐ Yes ☒ No  
Senate/Education Council: 2009/11  
Program Approval Date (YYYY/MM):  
Board of Governors Program: 2009/11  
Approval Date (YYYY/MM):

**Implementation** Cancel

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

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

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

**Implementation (Non Degree) - Part 2**

You are moving your proposal to an implementation state. This is the second step of the process. You MUST enter an online comment and MUST attach a document which is the final program proposal for the program being implemented.

Online Comment: Final Proposal document |

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

Attachment Type: Proposal

**Submit** Back

The Non-Degree Proposal can now be implemented.

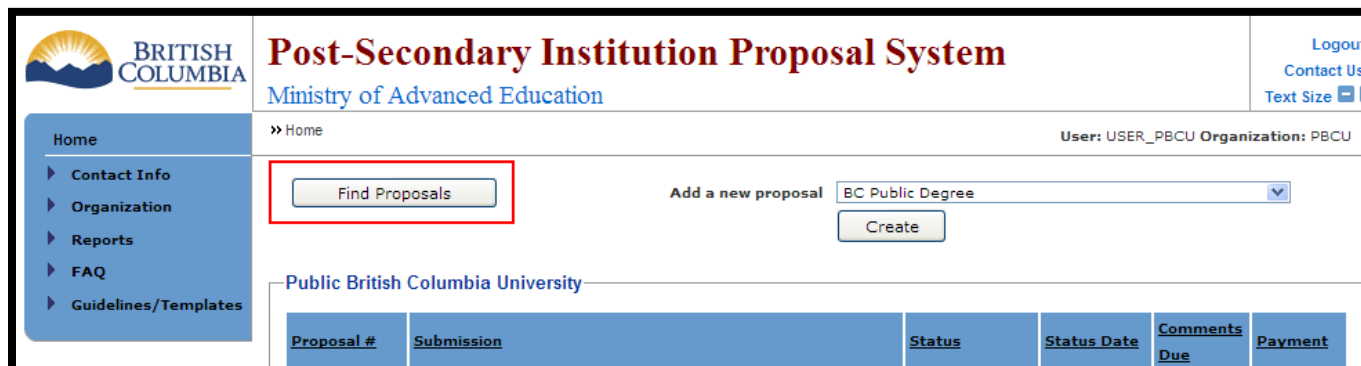
## Who will review my proposal?

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

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

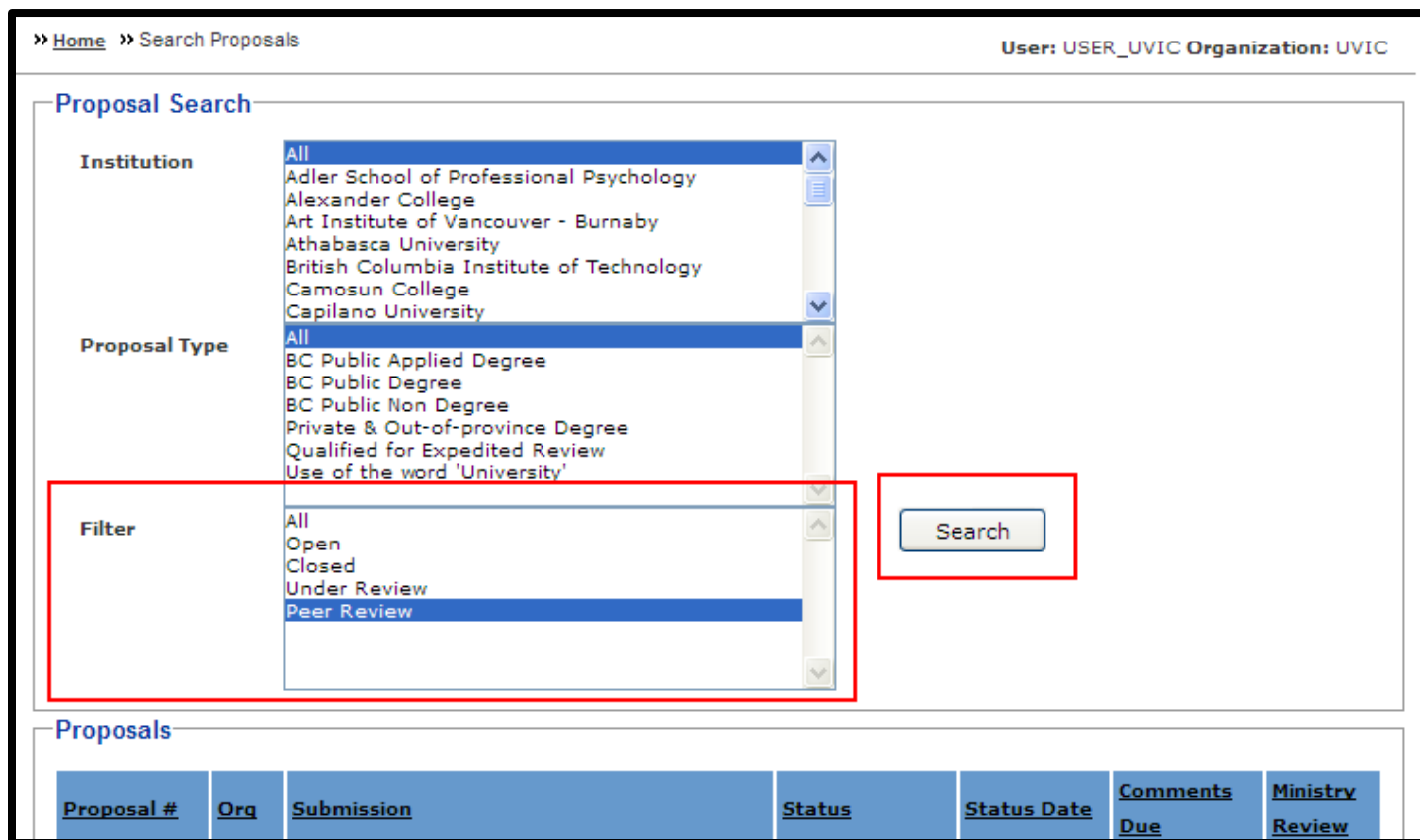
### Step 1:

To view other institutions' proposals select the  icon.



### Step 2:

Select Peer Review in the Filter and press  icon.



### Step 3:

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

# Post-Secondary Institution Proposal System

## Ministry of Advanced Education

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

» [Home](#) » Search Proposals
User: USER\_UVIC Organization: UVIC

### Proposal Search

**Institution**  

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

**Proposal Type**  

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

**Filter**  

All  
Open  
Closed  
Under Review  
Peer Review

Search

### Proposals

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

**Step 4:**

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

# Post-Secondary Institution Proposal System

## Ministry of Advanced Education

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

[» Home](#) » [Search Proposals](#) » [Comment/Upload PDF](#) » [View Proposal](#)

**User:** USER\_UVIC **Organization:** UVIC

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

Proposal #	1213PBCU0003	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">History</div>
Status	Implementation	
Credential Level	Diploma	
Transcript to be Awarded	Diploma in Arts	
Online Delivery > 50%?	N	
Ed Council Approval?	N	
Short Description of Proposal	Diploma in Arts	
Primary Program Contact		
First Name	John	
Last Name	Doe	
Title	President	
E-Mail Address	john.doe@pbcu.ca	
Phone Number	250 123-4567	

### Attachments

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

**Step 5:** You will be redirected to the Review Comments screen where you can click to view and print the attached PDF document by clicking on the 

View

 icon. The document will open in Adobe Acrobat.

# Post-Secondary Institution Proposal System

## Ministry of Advanced Education

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

[» Home](#) » [Search Proposals](#) » [View Proposal](#) » [Comment/Upload PDF](#)

**User:** USER\_UVIC **Organization:** UVIC

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[» Contact Info](#)  
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[» FAQ](#)  
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### Review Comments

Online Comment

Proposal

View

Back

TIP:



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

**Step 6:**

To return to the [View Proposal](#) screen choose the [Back](#) icon

**Step 7:**

To add a comment select the [Add Comment](#) icon.

**Step 8:**

From the [Add Document or Comment – Peer](#) screen you can attach a PDF file by selecting the [Browse...](#) icon to locate the document on your computer.

**Step 9:**

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

**Step 10:**

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

**Step 11:**

Click the [Submit](#) icon. After the comment has been added a “Save Successful” notice will appear at the top of the [View Proposal](#) screen.

If you prefer to not leave a comment but would like the institution to know you reviewed their proposal select the

[No Comment](#)

icon and it will be noted on the [View Proposal](#) screen.

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

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

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

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

User: USER\_PBCU Organization: PBCU

Find Proposals Add a new proposal BC Public Degree Create

**Public British Columbia University**

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

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

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

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

**Review Comments**

Online Comment

Appendix

Attach File

Browse...


Attachment Type

Appendix

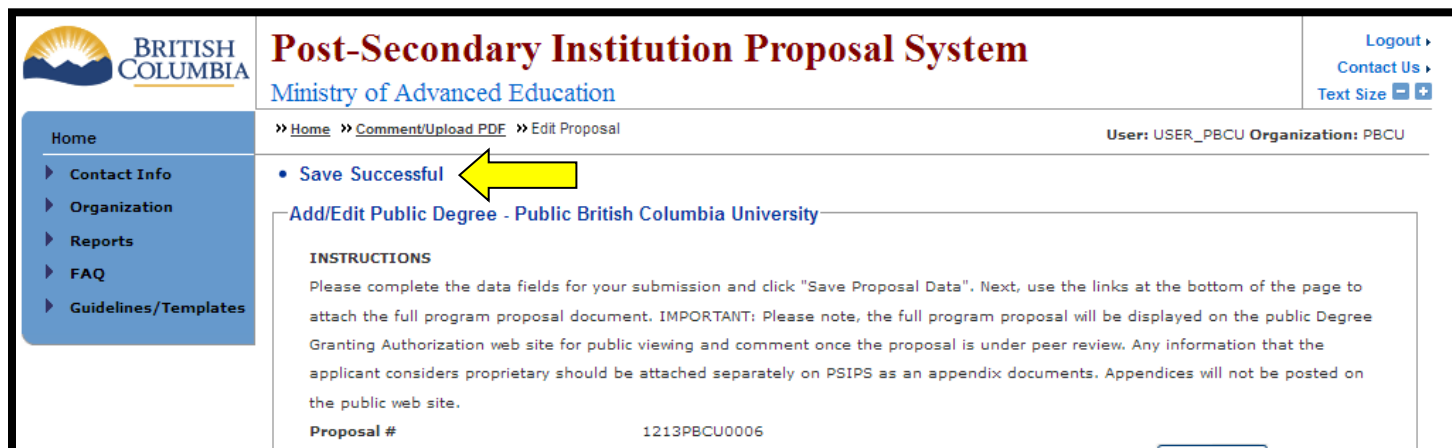
Submit View Delete Back

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

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

**Step 6:** Click the  icon.

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



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

Home » Comment/Upload PDF » Edit Proposal

User: USER\_PBCU Organization: PBCU

• **Save Successful**

Add/Edit Public Degree - Public British Columbia University

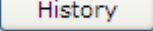
**INSTRUCTIONS**  
Please complete the data fields for your submission and click "Save Proposal Data". Next, use the links at the bottom of the page to attach the full program proposal document. IMPORTANT: Please note, the full program proposal will be displayed on the public Degree Granting Authorization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

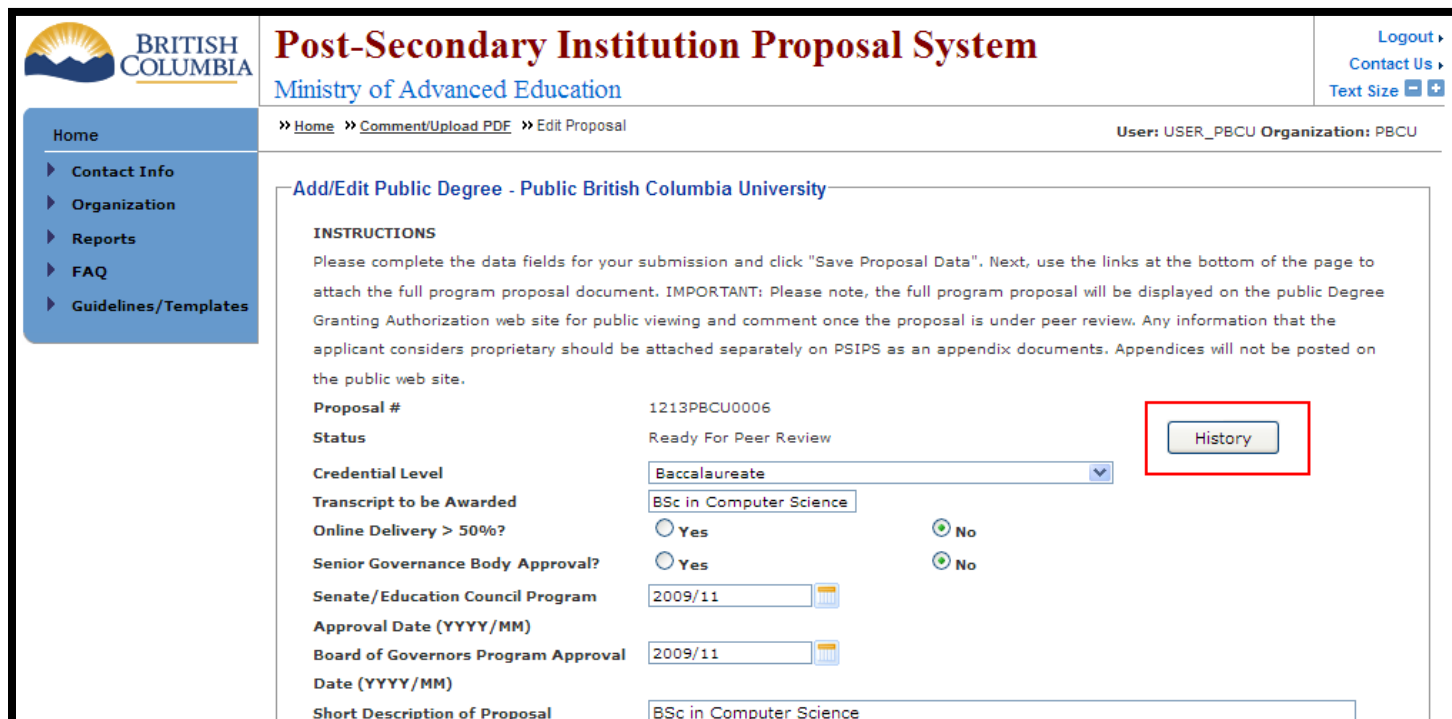
Proposal # 1213PBCU0006



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

### Step 1:

To review the status history of a proposal, select the  icon on the View Proposal screen.



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

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

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

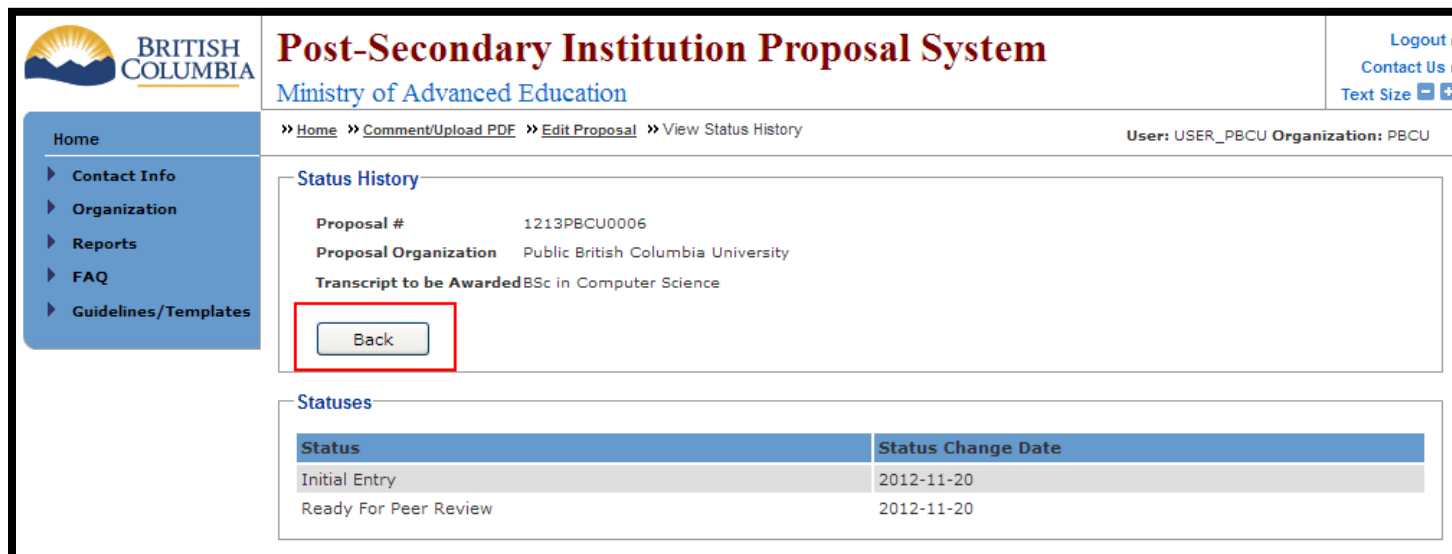
**INSTRUCTIONS**  
Please complete the data fields for your submission and click "Save Proposal Data". Next, use the links at the bottom of the page to attach the full program proposal document. IMPORTANT: Please note, the full program proposal will be displayed on the public Degree Granting Authorization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

Proposal # 1213PBCU0006  
Status Ready For Peer Review  
Credential Level Baccalaureate  
Transcript to be Awarded BSc in Computer Science  
Online Delivery > 50%? ☐ Yes ☒ No  
Senior Governance Body Approval? ☐ Yes ☒ No  
Senate/Education Council Program 2009/11  
Approval Date (YYYY/MM)  
Board of Governors Program Approval 2009/11  
Date (YYYY/MM)  
Short Description of Proposal BSc in Computer Science

**History**

### Step 2:

To return to the View Proposal screen from the Status History screen select the  icon.



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

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

**Status History**

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

**Back**

**Statuses**

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

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

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

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

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

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

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

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

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

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

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

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

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


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

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

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

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

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


**BRITISH COLUMBIA**

# Post-Secondary Institution Proposal System

Ministry of Advanced Education

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[Reports](#)   
[FAQ](#)   
[Guidelines/Templates](#)

» Home
 User: USER\_PBCU Organization: PBCU

Add a new proposal

### Public British Columbia University

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

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

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

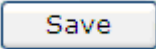
**Post-Secondary Institution Proposal System**  
Ministry of Advanced Education

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

Home    View Proposal    User: USER\_PBCU Organization: PBCU

View Public Degree - Public British Columbia University

Proposal # 1213PBCU0002    Status Minister Approved    History

Payment Date Nov 20, 2012

Credential Level Baccalaureate

Transcript to be Awarded BSc in Computer Science

Online Delivery > 50%? N

Senior Governance Body Approval? N

Senate/Education Council Program 2009/09

Approval Date (YYYY/MM) 2009/09

Board of Governors Program 2009/09

Approval Date (YYYY/MM) 2009/09

Short Description of Proposal BSc in Computer Science

Primary Program Contact

First Name John

Last Name Doe

Title President

E-Mail Address john.doe@pbcu.ca


Phone Number 250 123-4567

Active Yes    Active Since 2012/11/20    Save    Cancel

Attachments

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

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

**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
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	Yes
Active Since	2012/11/20

History

Save Cancel

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

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

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

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

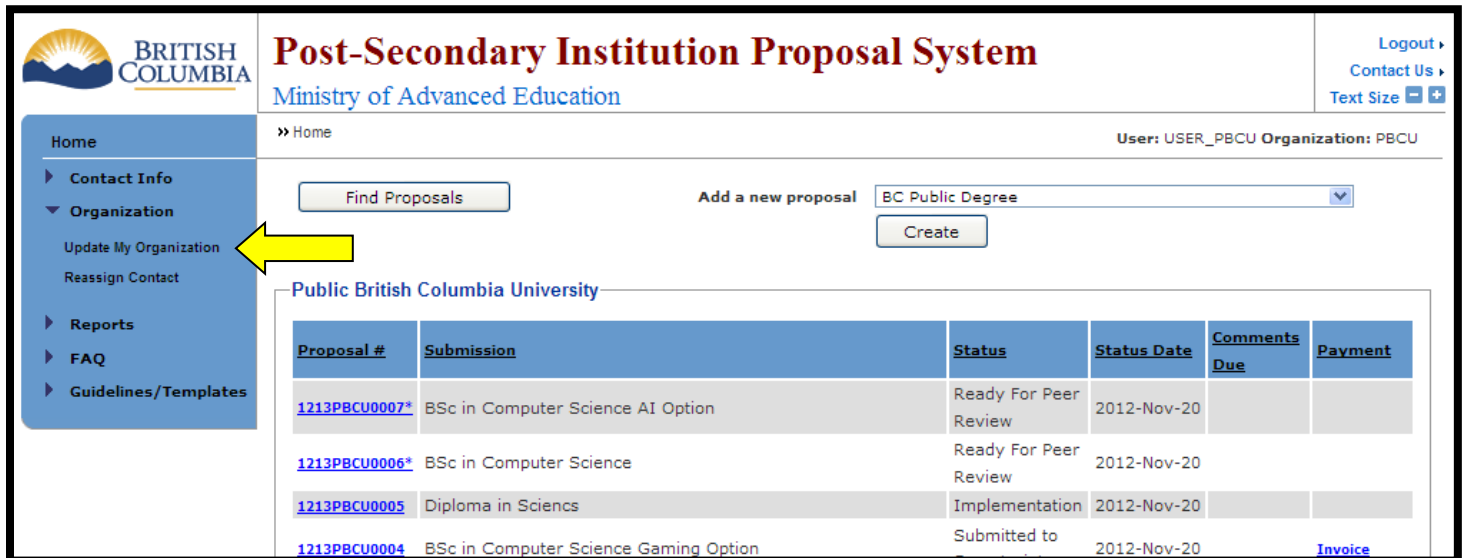
Here is a brief description of how expiration notifications are dispatched:

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

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

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

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



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

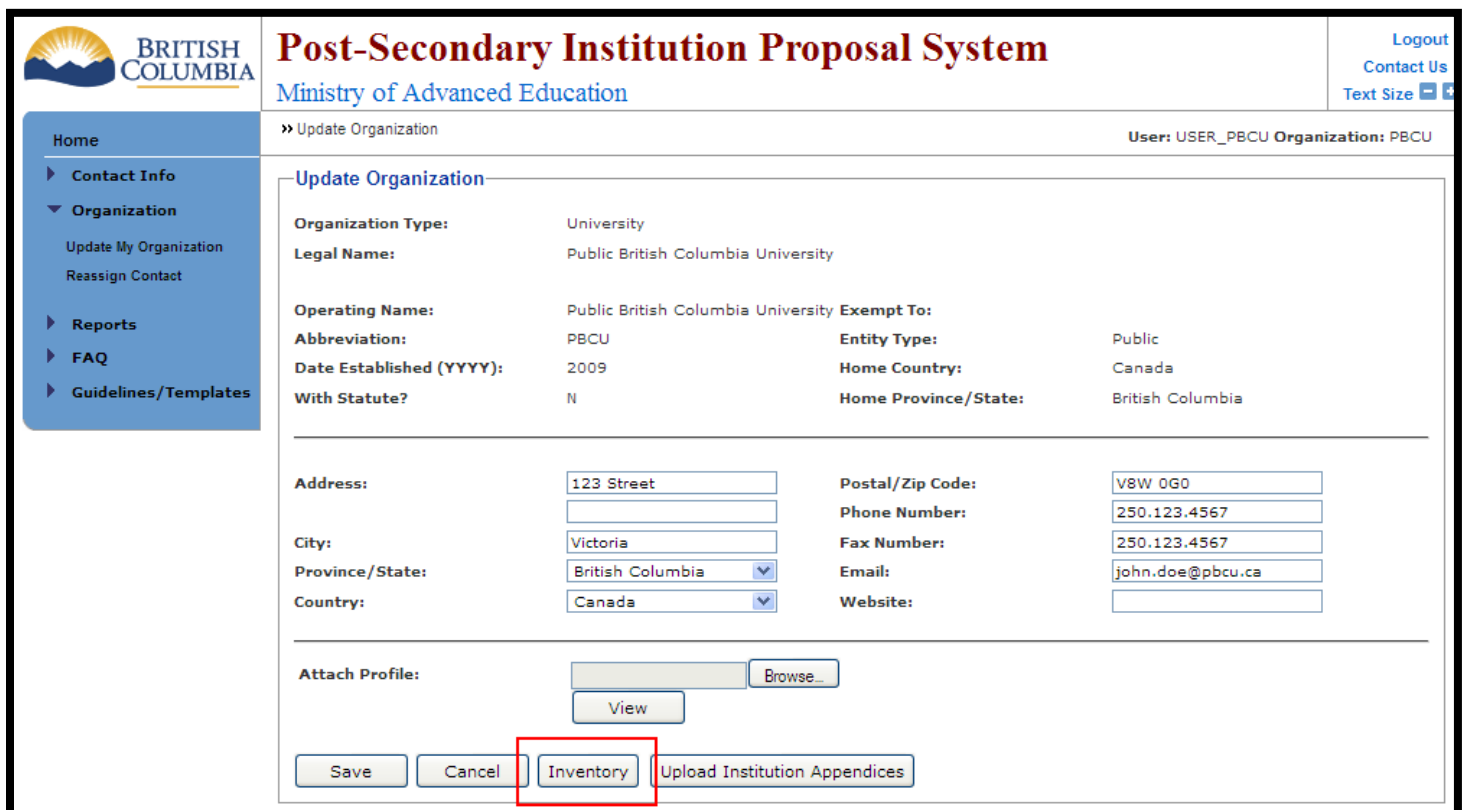
Home » Home User: USER\_PBCU Organization: PBCU

Find Proposals Add a new proposal BC Public Degree Create

**Public British Columbia University**

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

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



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

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

**Update Organization**

Organization Type: University  
Legal Name: Public British Columbia University

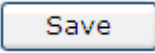
Operating Name: Public British Columbia University Exempt To:  
Abbreviation: PBCU Entity Type: Public  
Date Established (YYYY): 2009 Home Country: Canada  
With Statute? N Home Province/State: British Columbia

Address:  Postal/Zip Code:   
City:  Phone Number:   
Province/State:  Fax Number:   
Country:  Email:   
Website:

Attach Profile:  Browse...  
View

Save Cancel Inventory Upload Institution Appendices



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



**BRITISH COLUMBIA**

## Post-Secondary Institution Proposal System

Ministry of Advanced Education

Logout • Contact Us • Text Size - +

» [Update Organization](#) » Edit Program

User: USER\_UVIC Organization: UVIC

### Edit Program

Submission:

Ministry Approval:  


Active: ☐ Yes ☒ No

Date:  

Active Since:  

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

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



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

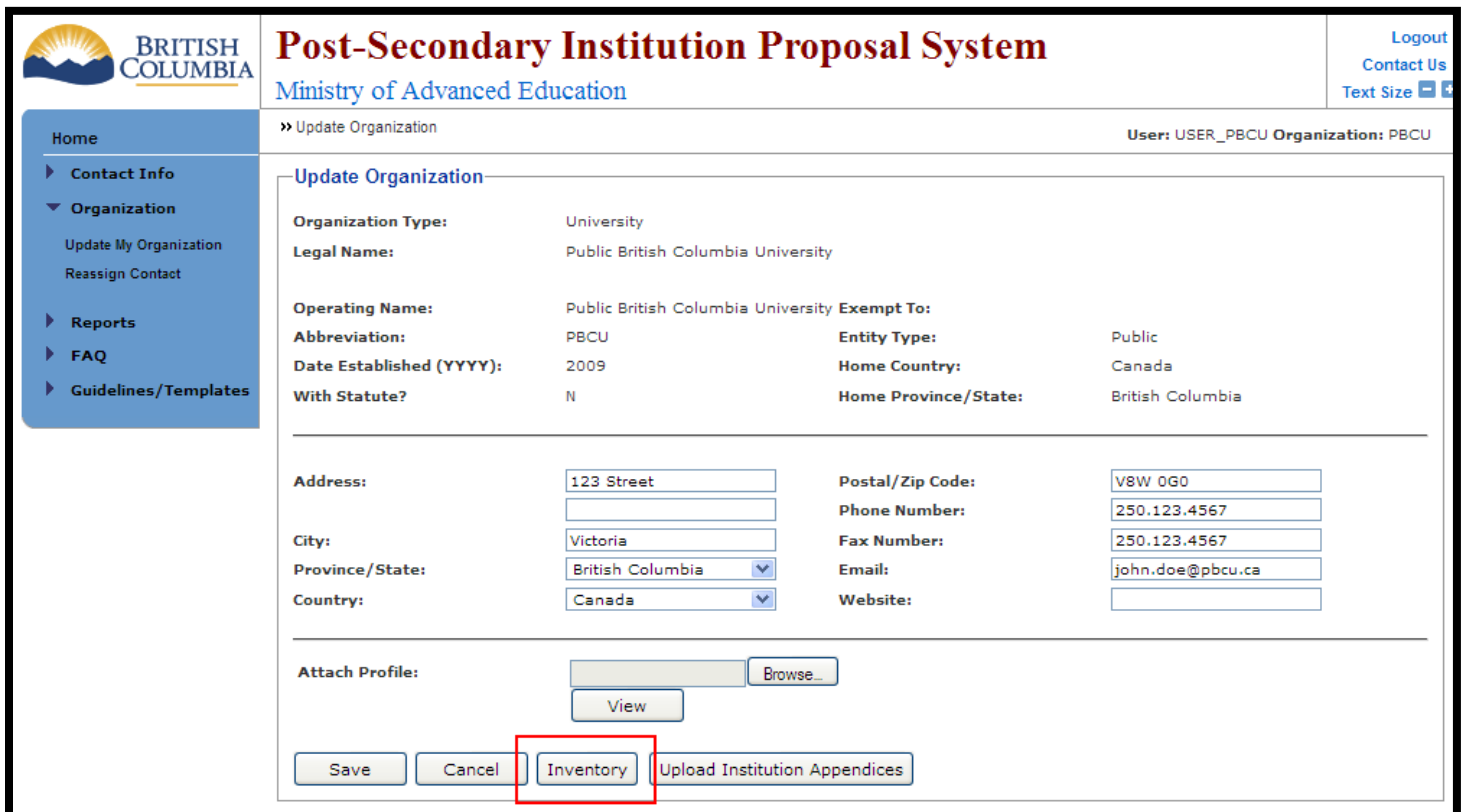
Home » Home User: USER\_PBCU Organization: PBCU

Find Proposals Add a new proposal BC Public Degree Create

**Public British Columbia University**

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

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



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

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

**Update Organization**

Organization Type: University  
Legal Name: Public British Columbia University


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

Address:  Postal/Zip Code:   
City:  Phone Number:   
Province/State:  Fax Number:   
Country:  Email:   
Website:

Attach Profile:  Browse...  
View

Save Cancel Inventory Upload Institution Appendices

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



# Post-Secondary Institution Proposal System

Ministry of Advanced Education

Logout  
Contact Us  
Text Size

Home

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

» Update Organization » Edit Program Credentials

User: USER\_PBCU Organization: PBCU

## Edit Program

Submission:

Ministry Approval Date:

Active: ☐ Yes ☒ No


Active Since:

Save Cancel Back

## Programs

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

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



# Post-Secondary Institution Proposal System

Ministry of Advanced Education

Logout  
Contact Us  
Text Size

Home

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

» Update Organization » Edit Program Credentials

User: USER\_PBCU Organization: PBCU

## Edit Program

Submission:

Ministry Approval Date:

Active: ☒ Yes ☐ No

Active Since:

Save Cancel Back

## Programs

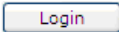
Institution	Proposal#	Submission	Ministry Approval Date	Active	Active Since
-------------	-----------	------------	------------------------	--------	--------------

## Error Messages

### Log-in Errors

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

The screenshot 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" in red, with "Ministry of Advanced Education" below it. On the right, there are links for "Logout", "Contact Us", and "Text Size". A left sidebar contains a "Home" button and a list of links: "Public Posting", "FAQ", "Guidelines/Templates", and "Degree Authorization". The main content area has a red error message: "Invalid User Name or Password", with a yellow arrow pointing to it. Below the error is a "Login" section with the instruction "Enter your user name and password to login." It contains two input fields: "User Name" (with "Student" entered) and "Password" (empty). A "Login" button is below the fields. Further down is a "Welcome" section with text about the system's purpose and a list of users: "BC public institutions offering degree and non-degree programs" and "Private institutions and out-of-province public institutions seeking consent to offer degree programs or use the word 'university' in British Columbia." It also includes links to "frequently asked questions" and "degree authorization web site", and contact information for the Degree Quality Assessment Board Secretariat.

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.

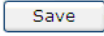
## Field Errors

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 'Phone Number' field is highlighted with a red border, indicating it is required and has an error. The 'Email' field is also highlighted with a red border. The 'Save' and 'Cancel' buttons are at the bottom of the form.

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

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 'Email' field is highlighted with a red border, indicating it is required and has an error. The 'Fax Number' field is also highlighted with a red border. The 'Save' and 'Cancel' buttons are 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**

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

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

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

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

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

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

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



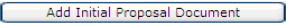



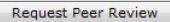
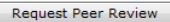



## PSIPS Quick Reference Guide (BC Public Institutions)

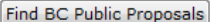
### Adding A Proposal (Degree Program and Qualified for Expedited Review Status)

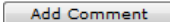
### Login/Logout

### Change Password

Screen	Step	Notes
Home	1. On the <u>Home</u> screen choose from the <u>Add New Proposal</u> Dropdown Menu the type of proposal you would like to add and then click  .	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  .	All fields must be entered prior to saving.
	3. Click on  to attach the proposal documents to the application.	
Add Initial Proposal Document	4. From the <u>Add Initial Proposal Document</u> screen you can attach a PDF file by selecting  .	The online comment will appear in the Document Summary List on the View Application Screen.
	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.	A record of the document(s) will appear on the View Application Screen.
	7. Click  .	
	8. To add appendices choose  on the <u>Proposal Application</u> screen and follow steps 4-7.	
Proposal Application	9. Once the proposal document and all appendices are attached click  .	You must already have added all required documents to the application
Request Peer Review	10. Read the privacy and access to information notice on the <u>Request Peer Review</u> screen. When you are ready choose  to continue.	
Comments	12. Choose  on the Comments screen.	

### Adding a Peer Review Comment

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

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


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  and locating the document on your computer.

3. Once you are finished with your changes choose .

### 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.

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  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 .

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