**Business Systems Application Form**

**Programme Information Process (PIP)**

**Applicant Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Staff Number: |  |
| School: |  | Phone Number: |  |
| Email: |  |
| Reason for access: |  |

**Access Details**

Please tick the appropriate box(es) to indicate which type of access you require and provide additional codes where requested.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  **School / College Code** |  **UG / PG / Both** |
| View Course/Programme Information | [ ]  |  |  |
| Propose New/Changed Courses/Programmes (School) | [ ]  |  |  |
| Propose Non-Approved Courses (Quick Course) | [ ]  |  |  |
| Review Courses/Programmes (School) | [ ]  |  |  |
| Approve Courses/Programmes (School) | [ ]  |  |  |
| Approve Courses/Programmes (College) | [ ]  |  |  |
| Approve Courses/Programmes (Senate) | [ ]  |  |  |
| Course Catalogue Checking | [ ]  |  |  |
| Registry Access | [ ]  |  |  |
| Senate Office Access | [ ]  |  |  |
| RIO (UG) Access | [ ]  |  |  |

**Data Protection Act 1998**

Declaration: I understand that authorisation for access to university records is granted strictly on an individual basis for specific and limited purposes (as outlined above) in accordance with the requirements of my job. It is prohibited for me to use my authorisation for access for any other purposes. It is prohibited to transfer my authorisation for access to any other individual. I further understand that any data held in, or extracted from, or input into, central records must be processed in accordance with the provisions of the Data Protection Act 1998 and such other conditions as may be specified by the Head of Senate Office.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature**:(Applicant) |  | **Date**: |  |
| **Approved by**: (Please print name) |  |
| **Signature**: (Head of School / College / University Service) |  | **Date**: |  |

**Submit the signed and completed form to the PIP team via the** [**UofG Helpdesk**](https://www.gla.ac.uk/myglasgow/it/helpdesk/)**:**

**•     Click on ‘Request or Report Something’**

**•     Select ‘Business Systems: Request Help’**

**•     Click on the ‘Request’ button**

**•     Select the category 'PIP’ from the drop-down menuITS/Senate Use Only**

|  |  |
| --- | --- |
| Received in ITS | Date |
| Senate Authorisation | Date |
| Recorded in ITS | Notified User | Complete |
|  |
| Students - PIP: : 0-ACCESS\_OU – SCHOOL/COLLEGE CODE & option from below |
| College Approve = 0-ACCESSROLE-FACADMINUG: 0-ACCESSROLE-UFACPG: 0-ACCESSROLE-PFACBoth: No extra row | School Approve = 0-ACCESSROLE-DEPAPPRVSchool Review= 0-ACCESSROLE-DEPADMINUG: 0-ACCESSROLE-UDEPPG: 0-ACCESSROLE-PDEPBoth: No extra row |
| View & Propose =0-ACCESSROLE-ACADEMIC | Senate Approve= 0-ACCESSROLE-SENADMIN |
| Catalogue = 0-ACCESSROLE - CATAPPRV | Registry = 0-ACCESSROLE-REGISTRY |
| RIO = 0-ACCESSROLE-RAPS | Quick course: 0-ACCESSROLE-DEPADMIN |

1. **Service Description**

The **Programme Information Process (PIP) System**, which provides several screens of information on any individual course/programme and allows users to propose and approve new courses and changes to courses.

**2. Prerequisites.**

To make use of the services outlined above, you require:

**Staff Number:** A valid University of Glasgow staff number is required. If you do not have one, contact your territorial HR manager.

**College/School Code:** If a code is required, please refer to page 3 of this document for a full list.

**Internet browsing software:** Web based systems will operate on recent versions of Internet Explorer, Firefox, and most other browsers. Please ensure that you have Javascript and Cookies enabled (we only use session Cookies). If you require further information email the helpdesk at ithelpdesk@glasgow.ac.uk.

1. **Registration**

Once Senate Office has approved your application, IT Services will provide the information required to access the facilities requested.

Your access permissions will be reviewed annually and you will be requested via email to confirm that you still require access.

**College/School Codes**

|  |
| --- |
|  **College of Arts** |
| 10100000 | School of Culture & Creative Arts |
| 10200000 | School of Critical Studies |
| 10300000 | School of Humanities |
| 10400000 | School of Modern Languages & Cultures |
| 19900000 | College of Arts Administration  |
|  |  |
| **MVLS** |
| 20200000 | School of Medicine, Dentistry & Nursing |
| 20300000 | School of Biodiversity, One Health & Veterinary Medicine |
| 25100000 | School of Cancer Sciences |
| 25200000 | School of Cardiovascular & Metabolic Health |
| 25300000 | School of Infection & Immunity |
| 25400000 | School of Molecular Biosciences |
| 25500000 | School of Psychology & Neuroscience |
| 25600000 | School of Health & Wellbeing |
| 29900000 | MVLS College Services |
|  |  |
| **College of Science and Engineering** |
| 30100000 | School of Chemistry |
| 30200000 | School of Computing Science |
| 30300000 | School of Engineering |
| 30400000 | School of Geographical & Earth Sciences |
| 30500000 | School of Mathematics & Statistics |
| 30600000 | School of Physics & Astronomy |
| 39900000 | College of Science & Engineering Admin |
|  |  |
| **College of Social Sciences** |
| 40100000 | Adam Smith Business School |
| 40200000 | School of Education |
| 40300000 | School of Interdisciplinary Studies |
| 40400000 | School of Law |
| 40500000 | School of Social & Political Sciences |
| 49900000 | College of Social Sciences Admin |
|  |  |
| **University Services** |
| 90600000 | Research & Innovation Services |
| 91012000 | Learning Enhancement & Academic Development Services  |
| 91103000 | Information Services - Library  |
| 91200000 | External Relations  |
| 91230001 | Short Courses - Operations |
| 91700000 | Museum & Art Gallery |