

Proposing and Approving a New Module (Proposer)

Use this article to create, review and progress a new module proposal in Curriculum Manager. Before you start, you must be logged into the Curriculum Manager. ([Test environment](#) and [Live environment](#))

Detailed guidance: For detailed guidance on what to enter in the programme information page, approval form and programme specification, refer to the [Guidance for Programme Approval](#) on the Quality and Standards webpage.

This guide supersedes the earlier Part 1 Approval Process.

Proposing a new module

1. On the dashboard, select the blue circular + button labelled Create academic items.

Academic Items
Proposals
Notifications
My Tasks
Marketing Items
Governance Meetings

Academic Items

☐ My Academic Items

Show applied filters

CLTEST1	CL TEST	IN DEVELOPMENT	PROGRAMME	▼
New	Clinical Exercise Physiology	IN DEVELOPMENT	PROGRAMME	▼
New	International Trade and Economic Law MRes	IN DEVELOPMENT	PROGRAMME	▼
New	Neuroscience MRes	IN DEVELOPMENT	PROGRAMME	▼
New	Engineering and Industrial Design BEng	IN DEVELOPMENT	PROGRAMME	▼
New	Economics MSc (Master's Apprenticeship Programme)	IN DEVELOPMENT	PROGRAMME	▼
New	Actuarial Science with AI	IN DEVELOPMENT	PROGRAMME	▼
New	Actuarial Science with AI	IN DEVELOPMENT	PROGRAMME	▼
New	Mechanical Engineering BEng (NPU)	IN DEVELOPMENT	PROGRAMME	▼
New	Actuarial Science with AI	IN DEVELOPMENT	PROGRAMME	▼

699 results

Show: 10 ▼ Page 1 of 70 < < > > |

2. On the Choose an academic item type page, select Module.

CREATE A NEW ACADEMIC ITEM

Choose an academic item type

			
PROGRAMME	FOUNDATION YEAR	PATHWAY	MODULE
Create a new programme	Create a new foundation year	Create a new pathway	Create a new module

3. On the Enter Module information page, complete all mandatory fields marked with a red asterisk.

CREATE A NEW MODULE

Enter Module information

→ Module Title *

→ Scheme *

→ Module setup type *

→ Implementation Year *

[Create](#)

4. You will be taken to the proposal main page.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making Main Proposals page MARK AS COMPLETE

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

Creation University

Managed Documents

Approval →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
New	Introduction to Shoe Making	MODULE	New		2025.01	⋮ →

5. Use the workflow section to check where the proposal is in the governance workflow. Hover over each point to view the stage name or use the drop-down arrow to view all stages. The proposal should be at the Creation stage.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making MARK AS COMPLETE

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

Creation School or Institute University

Managed Documents

Approval →

Hover here

6. Scroll down to Managed documents and select the Proposal form. Complete the form.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

MARK AS COMPLETE

Information

Managed Documents
Academic Items
Governance Meetings
Attachments
Proposal Tasks
Related Proposals

Information

Workflow

Creation

University

Managed Documents

Manage

Approval



7. From the proposal main page, scroll down to the Academic Item section and open the module specification by selecting the right-pointing arrow next to the module title and version number.

Managed Documents

Manage

Approval



Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
☐ New	Introduction to Shoe Making	MODULE	New		2025.01	⋮ →

8. The module academic item is the equivalent of the module specification. Most details entered here are published in the Programme and Module Directory for current and future students.

9. Complete all required fields in the module academic item.

Dashboard > Proposal-33994 Introduction to Shoe Making > **New Introduction to Shoe Making** Export to PDF Print Delete

New Introduction to Shoe Making : Overview MARK AS COMPLETE

2025.01 PROPOSED New

Module Information

Field Audit History Fill in the details Related Items Comments

- > Overview
- > Details
- > Ownership
- > Module-module rules
- > Offerings
- > Learning Outcomes
- > Curriculum Mapping
- > Teaching and learning profile
- > Assessments
- > Policy
- Admin use only (Academic Model)
- > Codes
- > Publication and Integration

Overview		Edit
Title *	Introduction to Shoe Making	
MOD code *	New	
Scheme	Undergraduate	
Module setup type	UG Standard	
FHEQ Level		
Module type		
Mode of delivery		
Credits		
Duration		
Start Date		
End Date		
Details		Edit

10. Select Mark as complete at the top of the specification once all fields have been completed.

Dashboard > Proposal-33994 Introduction to Shoe Making > **New Introduction to Shoe Making** Export to PDF Print Delete

New Introduction to Shoe Making : Overview MARK AS COMPLETE

2025.01 PROPOSED New

Module Information

Field Audit History Related Items Comments

- > Overview
- > Details
- > Ownership
- > Module-module rules
- > Offerings
- > Learning Outcomes
- > Curriculum Mapping
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Overview		Edit
Title *	Introduction to Shoe Making	
MOD code *	New	
Scheme	Undergraduate	
Module setup type	UG Standard	
FHEQ Level		
Module type		
Mode of delivery		
Credits		
Duration		
Start Date		
End Date		
Details		Edit

11. Select Mark as complete once the proposal form and module specification have both been completed.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making MARK AS COMPLETE

Information

Managed Documents

Academic Items

Governance Meetings

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Related Proposals

Information

Workflow

Creation University

Managed Documents

Approval →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
New	Introduction to Shoe Making	MODULE	New		2025.01	⋮ →

12. A notification will be sent to the School/Institute Director of Education and Education Manager to begin School/Institute approval.

ACTIVITY	REVISION TYPE	VERSION	
New		2025.01	⋮ →

✓ This proposal has been marked as complete

✕

13. It is recommended that you also inform your Director of Education or Education Manager that the proposal has been completed.