

Proposing and Approving a New Module (School/Institute)

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 2 Approval Process.

School/Institute approval of a new module proposal

1. When a notification is received, follow the link to open the proposal main page.
2. Review the proposal form and module academic item.

Proposal-33994 Introduction to Shoe Making SUBMIT TO School or Institute

Information
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Information
Workflow
Creation University

Managed Documents
Approval → review

Academic Items

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

3. Add feedback by selecting the speech bubble icon on the right of the relevant section.

Dashboard > Proposal-33994 Introduction to Shoe Making > New Introduction to Shoe Making

Export to PDF Print Delete

≡ New Introduction to Shoe Making : Overview ▾

2025.01 **PROPOSED** New

Module Information

Field Audit History

Related Items Comments

Overview

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	

Add feedback here

Cancel Add

4. Add the proposal to an upcoming Education Committee agenda for discussion.

5. Select Submit to School/Institute at the top of the page to add the proposal into the governance workflow.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

SUBMIT TO School or Institute

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Proposal-33994 Introduction to Shoe Making SUBMIT TO University

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Academic Items

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

✓ This proposal has been submitted to School or Institute ✕

6. Once the Education Committee has approved or not approved the proposal, record the decision in Curriculum Manager.

7. Scroll down to Approval tasks and open the School/Institute endorsement task.

Proposal Tasks

Search

☐ Assigned to me ☐ Created by me

Show applied filters

ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY	DUE DATE
GG	School/Institute approval APP-0002140	Approval	Open	↗	Medium	→
CG	School/Institute approval APP-0002141	Approval	Open	↗	Medium	→

2 results

Show: 10 Page 1 of 1

8. To reassign the task, select Edit and complete the Assigned to field.

9. Select Endorse or Reject, depending on the Education Committee outcome.

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Attachments

No files have been attached

Proposal Tasks

☐ Assigned to me
☐ Created by me

Show applied filters

ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY
GG	School/Institute approval APP-0002140	Approval	Open		Medium
CG	School/Institute approval APP-0002141	Approval	Open		Medium

2 results

Show: 10

Related Proposals

No related proposals exist

School/Institute approval

Approval • APP-0002140

Edit

Title

School/Institute approval

Priority

Medium

Assigned to

GG GlobalOpportunitiesTask Group

Description

Reassign task to Director of Education for School/Institute endorsement.

Due Date

Notes

Status

Open

Approve

Reject

Remind

10. Complete the notes including the date of the committee's decision and the name of the Director of Education or Education Manager.

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Attachments

No files have been attached

Proposal Tasks

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ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY
GG	School/Institute approval APP-0002140	Approval	Open		Medium
CG	School/Institute approval APP-0002141	Approval	Open		Medium

2 results

Show: 10

Related Proposals

No related proposals exist

Editing School/Institute approval

Approval • APP-0002140

Title *

School/Institute approval

Priority *

Medium

Assigned to *

GlobalOpportunitiesTask Group

Description *

Reassign task to Director of Education for School/Institute endorsement.

Due Date *

Notes

Status *

Open

Save

Cancel

11. Check the approval task. A blue tick indicates endorsement, and a red cross indicates rejection.

Proposal Tasks

Search ☐ Assigned to me ☐ Created by me

Show applied filters

ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY	DUE DATE
GG	School/Institute approval APP-0002140	Approval	Done		Medium	→
CG	School/Institute approval APP-0002141	Approval	Done	 Approved	Medium	→

2 results

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12. If approved, select Submit to University at the top of the page.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

SUBMIT TO University

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School or Institute University

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Approval →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION
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13. If amendments are required before reconsideration, select Unsubmit from the ellipses menu next to Submit to University.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

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Workflow: School or Institute → University → ...

Managed Documents: Manage

Approval: →

Academic Items:

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

Buttons: SUBMIT TO University, UNSUBMIT, SUBMIT TO IMPLEMENTATION

Notification: Marked as Complete 16-Jun-2026 01:27:59 PM Vishwaas Painuly

Message: This proposal has been submitted to University

14. If the proposal is not progressed, contact Quality and Standards so it can be archived.