

Proposing and Approving a New Module (Quality Standards and Academic Model)

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.

University approval of a new module proposal

Note: This stage is completed by Academic Quality and Standards

1. When a notification is received that a new module proposal has been approved by the School/Institute, follow the link to open the proposal main page.

2. Check that the proposal form and module academic item have been completed as required.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

SUBMIT TO IMPLEMENTATION

Information
Managed Documents
Academic Items
Governance Meetings
Attachments
Proposal Tasks
Related Proposals

Information
Workflow

Managed Documents

Approval →

Academic Items

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

review
review

3. Check that School/Institute approval is present on the proposal.

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		Medium	

2 results

Show: 10Page 1 of 1

4. If there are no further comments or feedback, select Submit to Implementation at the top of the page.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

SUBMIT TO IMPLEMENTATION ⋮

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

Managed Documents

Approval →

5. If amendments are required, select Return to start from the ellipses menu next to Submit to Implementation.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

SUBMIT TO IMPLEMENTATION ⋮

Marked as Complete 16-Jun-2026 01:27:59 PM Vishwas Paimuly

UNSUBMIT

RETURN TO START

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

Managed Documents

Approval →

6. If the proposal needs to be returned one step to the School/Institute Education Committee, select Unsubmit.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

University

Managed Documents

Approval →

SUBMIT TO IMPLEMENTATION

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

UNSUBMIT

RETURN TO START

Completion of a new module proposal

Note: This stage is completed by Academic Model

1. When a notification is received that a new module proposal has been approved by the University, follow the link to open the proposal main page.
2. Complete the required Academic Model tasks and enter the codes into the module academic item under the Admin use only section.

Module Information

Compare version: None Show Changes Field Audit History Save All 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

Assessments

Assessment overview

Synoptic reassessment? No

Assessments

Policy

Specific policies and support

Admin use only (Academic Model)

Codes

Codes

Publication and Integration

Key Search Terms

Tags

Publish in Programme and Module Directory? Yes

3. If there are no comments or queries to be resolved, select Complete at the top of the page.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

COMPLETE ⋮

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

● University ● IMPLEMENTATION ●

Managed Documents Manage

Approval →

Academic Items

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

4. If the proposal needs to be returned one step to Quality and Standards, select Unsubmit from the ellipses menu next to Complete.

Dashboard > Proposal-33994 Introduction to Shoe Making

Proposal-33994 Introduction to Shoe Making

COMPLETE ⋮

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

UNSUBMIT

RETURN TO START

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

● University ● IMPLEMENTATION ●

Managed Documents Manage

Approval →

Academic Items

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

5. The module proposal is now fully completed, and the module information will be entered into SITS.

Completion checklist

- Module information page completed.
- Proposal form completed.
- Module academic item completed and marked as complete.

- Approval tasks completed with clear notes and dates.