

Creating and Approving a Programme Approval Proposal (Proposer)

Use this article to create, review and progress a Programme Approval 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.

Creating a new programme approval proposal

1. On the dashboard, search for your approved and completed new programme proposal.
2. On the approved, completed version of the programme academic item, select the ellipses next to the programme title and version number and choose Revise.

The screenshot shows the 'Academic Items' page in Curriculum Manager. On the left, a sidebar lists navigation options: Academic Items (highlighted), Proposals, Notifications, My Tasks, Marketing Items, and Governance Meetings. The main area has a search bar with 'Shoe Making' and a 'My Academic Items' checkbox. Below the search bar are filters for Academic Item Type, Master Status, Faculty, School/Institute, Study Level, and Version Status, all set to 'None'. A table displays the search results for 'Shoe-Making 101'. The table has columns for STATUS, STAGE, APPROVAL LEVEL, and VERSION. The first row shows 'Approved' status, 'COMPLETE' stage, 'Programme Proposal' approval level, and '2025.01' version. A red box highlights the 'Revise' button next to the 'Approved' status. The bottom of the page shows '1 results' and a 'Show: 5' dropdown.

STATUS	STAGE	APPROVAL LEVEL	VERSION
Approved	COMPLETE	Programme Proposal	2025.01

- On the Enter Programme information page, select Amend as the activity type and Programme Approval as the revision type.

AMEND A PROGRAMME

Enter Programme information

Activity *

Amend

Revision Type *

Programme Approval

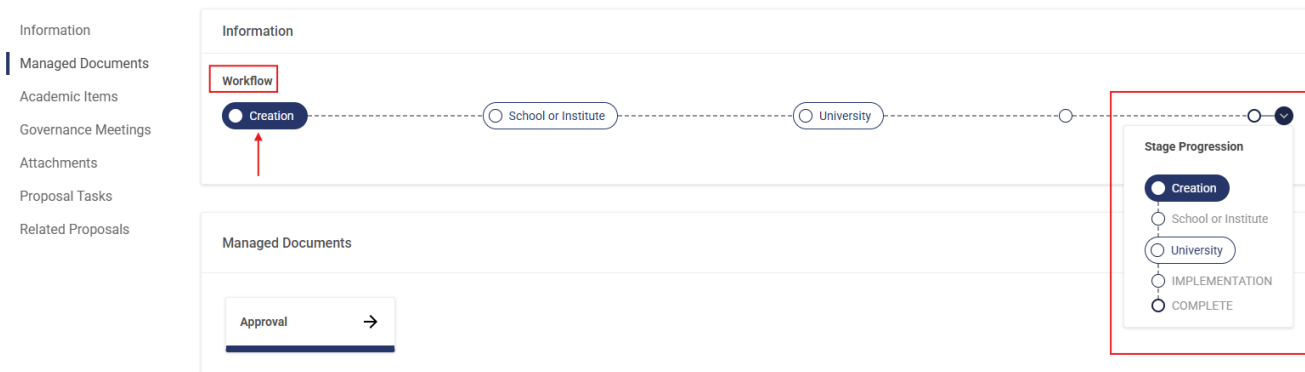
Implementation Year *

-- Please Select --

Create

- You will be taken to the proposal main page.

- 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 at the end of the workflow to view all stages. At this point, the proposal should be at the Creation stage.



- Scroll down to Managed documents and select the Approval form. Complete the form.
- From the proposal main page, scroll down to the Academic Item section and open the programme specification by selecting the right-pointing arrow next to the programme title and version number.
- The programme academic item is the equivalent of the programme specification. Most details entered here are published in the Programme and Module Directory for current and future students.
- All fields up to the Programme Approval section will already have been completed during the new programme proposal process. Navigate to the Programme Approval section and complete the remaining

fields.

Dashboard > **Proposal-33984 Shoe Making BSc** > **Shoe-Making 101 Shoe Making BSc**

Export to PDF **Print** **Delete**

Shoe-Making 101 Shoe Making BSc : Overview **MARK AS COMPLETE**

2026.01 **PROPOSED** **Amend**

Programme Information

Compare version: 2025.01 **APPROVED** **Show Changes** **Field Audit History** **Related Items** **Comments**

- Overview
- Details
- Professional accreditation
- Ownership
- Collaborative arrangements
- Admission
- Offerings
- Apprenticeships
- Funding Source
- Publication and Integration
- Programme Approval**
- Learning & Teaching Approach
- Learning Outcomes
- Curriculum Mapping
- Programme structure
- Careers
- Specific policies and support
- Admin use only (Academic Model)
- Codes
- Master Structure

Programme Approval **Edit**

QAA Subject Benchmark Statement ?

Programme outline This course introduces the fundamentals of shoe design, construction, materials, and manufacturing techniques.

Programme aims The programme aims to develop practical shoe-making skills and an understanding of footwear design processes.

Learning & Teaching Approach **Edit**

Learning overview

Assessment Overview

Work-based learning

Learning Outcomes **Edit**

Learning Outcomes

Curriculum Mapping

Mapping > Expand / Collapse Viewing Mapping Canvas

Programme structure **Edit**

Structure Notes

Structure

10. Select Mark as complete at the top of the specification once all remaining fields have been completed.
11. From the proposal main page, scroll down to the Attachments section and attach the completed External Advisor feedback form and any other required documents.
12. Select Manage, then either drag files into the attachments area or click into the section to open the file explorer.

Attachments **Manage**

FILE NAME	UPLOADED ON	UPLOADED BY
Shoe making design BSc.docx	10 Jun 2026	Qp 24488 Qmul Ac Uk

1 results

Show: 10 Page 1 of 1

13. Select Mark as complete once the approval form, programme specification and required attachments have been completed.

VERSION

2026.01

✓ This proposal has been marked as complete **×**

14. A notification will be sent to the School/Institute Director of Education and Education Manager to begin the next stage of the process: School/Institute approval.

Dashboard > Proposal-33984 Shoe Making BSc

Proposal-33984 Shoe Making BSc

SUBMIT TO School or Institute

Information

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

Information

Workflow



Managed Documents

Manage

Approval →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
✓ Shoe-Making 101	Shoe Making BSc	PROGRAMME	Amend	Programme Approval	2026.01	⋮ →

ACTIVITY	REVISION TYPE	VERSION	
Amend	Programme Approval	2026.01	⋮ →

✓ This proposal has been submitted to School or Institute