

Creating and Approving a Programme Approval Proposal (School/Institute)

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 2 Approval Process.

School/Institute approval of a programme approval proposal

1. When a notification is received, follow the link to open the proposal main page.
2. Review the Approval form, programme academic item and External Advisor feedback form.
3. Add feedback by selecting the speech bubble icon on the right of the relevant section.

Dashboard > Proposal-33984 Shoe Making BSc > Approval

Print

Proposal-33984 Shoe Making BSc

School or Institute: **PROPOSED**

Approval

Compare version: Creation 10 Jun 2026 **Show Changes** **Field Audit History** **Comments**

Complete this section for all proposals **Edit**

Resourcing: By lead school / institute	
Resourcing: By any other school / institute or collaborating institution	

Anticipated student numbers **Edit**

HELP

First academic year of offering (e.g. 2026/27)	
First academic year enrolments	
Second academic year of offering (e.g. 2027/28)	
Second academic year enrolments	
Third academic year of offering (e.g. 2028/29)	

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.
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 endorsement APP-0002138	Endorsement	Open	↗	Medium	→
CG	School/Institute endorsement APP-0002139	Endorsement	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.

Shoe making design BSc.docx 10 Jun 2026 Qp 24488 Qmul Ac Uk

1 results Show: 10

Proposal Tasks

Search ☐ Assigned to me ☐ Created by me

Show applied filters

ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY
GG	School/Institute endorsement APP-0002138	Endorsement	Open	↗	Medium
CG	School/Institute endorsement APP-0002139	Endorsement	Open	↗	Medium

2 results Show: 10

Related Proposals

No related proposals exist

Endorsement • APP-0002138

Edit

Title
School/Institute endorsement

Priority
Medium

Assigned to
GG GlobalOpportunitiesTask Group

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

Due Date
-

Notes
-

Status
Open

Approval Status
Requested

Endorse 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.

Shoe making design BSc.docx
10 Jun 2026
Qp 24488 Qmul Ac Uk

1 results
Show: 10

Proposal Tasks

☐ Assigned to me
☐ Created by me

Show applied filters

ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY
GG	School/Institute endorsement APP-0002138	Endorsement	Open	↗	Medium
CG	School/Institute endorsement APP-0002139	Endorsement	Open	↗	Medium

2 results
Show: 10

Related Proposals

No related proposals exist

Editing School/Institute endorsement

Endorsement • APP-0002138

Title *
School/Institute endorsement

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

☐ Assigned to me
☐ Created by me

Show applied filters

ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY	DUE DATE
CG	School/Institute endorsement APP-0002139	Endorsement	Open	↗	Medium	→
GG	School/Institute endorsement APP-0002138	Endorsement	Done	☒ Approved	Medium	→

2 results
Show: 10
Page 1 of 1

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

Dashboard > Proposal-33984 Shoe Making BSc

Proposal-33984 Shoe Making BSc

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Workflow

School or Institute

University

Managed Documents

Manage

Approval →

SUBMIT TO University

13. If amendments are required before reconsideration, select Unsubmit from the ellipses menu to return it to the proposer.

Dashboard > Proposal-33984 Shoe Making BSc

Proposal-33984 Shoe Making BSc

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Workflow

School or Institute

University

Managed Documents

Manage

Approval →

SUBMIT TO University

UNSUBMIT

Marked as Complete 10-Jun-2026 04:28:12 PM Vishwaas Painuly

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