

Creating and Approving a Programme Approval Proposal (Quality Standards and Academic Model)

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.

University approval of a programme approval proposal

Note: This stage is completed by Academic Quality and Standards

1. When a notification is received that a programme approval proposal has been approved by the School/Institute, follow the link to open the proposal main page.
2. Check that the Approval form and programme academic item have been completed as required.

The screenshot displays the Curriculum Manager interface. On the left is a sidebar with navigation links: Managed Documents, Academic Items, Governance Meetings, Attachments, Proposal Tasks, and Related Proposals. The main content area is divided into several sections:

- Workflow:** A horizontal progress bar with four stages. The first stage is 'University', which is currently active and highlighted with a blue circle. The other stages are represented by empty circles.
- Managed Documents:** A section with a 'Manage' button. Below it, there is a red-bordered box containing an 'Approval' button with a right-pointing arrow. A red arrow points from this box to the 'Approval' button.
- Academic Items:** A table with the following columns: CODE, TITLE, TYPE, ACTIVITY, REVISION TYPE, and VERSION.

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION
Shoe-Making 101	Shoe Making BSc	PROGRAMME	Amend	Programme Approval	2026.01
- Governance Meetings:** A section stating 'No meetings exist for this proposal'.

3. Check that the External Advisor feedback form is attached.

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

Approval →

Academic Items

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

Governance Meetings

No meetings exist for this proposal

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 < >

Proposal Tasks

Search
☐ Assigned to me
☐ Created by me

Show applied filters

+

4. Check that School/Institute approval is present in the proposal.

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

No meetings exist for this proposal

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 < >

Proposal Tasks

Search
☐ 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	✓	Medium		→

2 results

Show: 10 ▾ Page 1 of 1 < >

5. Review the documentation and provide feedback where required.

6. If the proposal is submitted to Taught Programmes Board, it will remain at this stage until an outcome is reached.

7. Create an Approval task to record the Taught Programmes Board outcome.

Managed Documents
Academic Items
Governance Meetings
Attachments
Proposal Tasks
Related Proposals

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

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	✓	Medium	→

2 results Show: 10 ▾ Page 1 of 1

+

Standard

Approval

Endorsement

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

Dashboard > Proposal-33984 Shoe Making BSc

Proposal-33984 Shoe Making BSc SUBMIT TO IMPLEMENTATION ⋮

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

Information

Workflow

● —●—● University —●—● —●—●

Managed Documents Manage

Approval →

REVISION TYPE	VERSION	
Programme Approval	2026.01	⋮ →

✓ This proposal has been submitted to IMPLEMENTATION

✕

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

Dashboard > Proposal-33984 Shoe Making BSc

Proposal-33984 Shoe Making BSc

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

Managed Documents

Approval →

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

SUBMIT TO IMPLEMENTATION

UNSUBMIT

RETURN TO START

10. If the proposal needs to be returned one step to the School/Institute stage, select Unsubmit.

Dashboard > Proposal-33984 Shoe Making BSc

Proposal-33984 Shoe Making BSc

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

Managed Documents

Approval →

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

SUBMIT TO IMPLEMENTATION

UNSUBMIT

RETURN TO START

Completion of a programme approval proposal

Note: This stage is completed by Academic Model

1. When a notification is received that the proposal has been approved by the University, follow the link to open the proposal main page.
2. Complete the required Academic Model tasks.

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

Dashboard > Proposal-33984 Shoe Making BSc

Proposal-33984 Shoe Making BSc

COMPLETE

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Workflow

University

IMPLEMENTATION

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

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

Dashboard > Proposal-33984 Shoe Making BSc

Proposal-33984 Shoe Making BSc

COMPLETE

UNSUBMIT

RETURN TO START

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

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Workflow

University

IMPLEMENTATION

Managed Documents

Manage

Approval →

5. The programme approval proposal is now fully completed. The remaining programme information and diets will be entered into SITS and offers can now be made on the programme.

Completion checklist

- Programme information page completed.
- Approval form completed.
- Programme academic item completed and marked as complete.
- External Advisor feedback form attached.
- Any additional required documents attached.
- Approval tasks completed with clear notes and dates.