

Proposing and Approving a New Programme (Proposer)

Use this article to create, review and progress a new programme 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, proposal form and programme specification, refer to [Guidance for Programme Proposals](#) on the Quality and Standards webpage.

This guide supersedes the earlier Part 1 Approval Process.

Proposing a new programme

1. On the dashboard, select the blue circular + button labelled **Create academic items**.

The screenshot shows the Curriculum Manager dashboard. The top navigation bar is orange with the Queen Mary University of London logo, a 'DASHBOARD' dropdown menu, and a 'LOG OUT' link. On the left, there is a sidebar with links to 'Academic Items', 'Proposals', 'Notifications', 'My Tasks', 'Marketing Items', and 'Governance Meetings'. The main content area is divided into two sections. The top section, 'Academic Items', features a search bar, a 'Show filters' button, and a table of items. A red box highlights a blue circular '+' button in the top right corner of this section, with a red arrow pointing to it. The table lists items with IDs (ADP7001, ADP7002, ADP7101, ADP7102, ADP7103), descriptions, and status (WITHDRAWN (DISCONTINUED)). The bottom section, 'Proposals', has tabs for 'Programme Concept' and 'Academic Item Proposals', a search bar, and a 'Show applied filters' button. A blue circular '+' button is also present in the top right of the 'Academic Item Proposals' tab.

2. On the Choose an academic item type page, select **Programme**.

CREATE A NEW ACADEMIC ITEM

Choose an academic item type



PROGRAMME

Create a new programme



FOUNDATION YEAR

Create a new foundation year



PATHWAY

Create a new pathway



MODULE

Create a new module

3. On the Enter Programme information page, complete all **mandatory fields**. Mandatory fields are marked with a red asterisk.

CREATE A NEW PROGRAMME

Enter Programme information

Programme Title *

Scheme *

-- Please Select --
▼

Programme type *

-- Please Select --
▼

Implementation Year *

-- Please Select --
▼

Concept proposal

Create

You can also enter a Programme Concept proposal ID.

4. You can enter a **Programme Concept proposal ID** on this page, if helpful. This can show that early development work has already taken place. Information from the programme concept does not carry over to the full proposal.

5. After completing the programme information, you will be taken to the proposal main page.

Dashboard > Proposal-24839 MBBS (Bachelor of Medicine, Bachelor of Surgery)

Proposal-24839 MBBS (Bachelor of Medicine, Bachelor of Surgery) MARK AS COMPLETE

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

Information

Workflow

Creation University

Managed Documents

Manage

Proposal →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
☐ New	Medicine MBBS 5 Years (A100)	PROGRAMME	New		2028.01	⋮ →

6. 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.

Dashboard > Proposal-24839 MBBS (Bachelor of Medicine, Bachelor of Surgery)

Proposal-24839 MBBS (Bachelor of Medicine, Bachelor of Surgery) MARK AS COMPLETE

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

Information

Workflow

Creation University

Stage Progression

Creation
School or Institute
Faculty
University
IMPLEMENTATION
COMPLETE

Managed Documents

Manage

Proposal →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
☐ New	Medicine MBBS 5 Years (A100)	PROGRAMME	New		2028.01	⋮ →

7. Scroll down to **Managed documents** and select the Proposal form. Complete the proposal form.

Dashboard > Proposal-33966 Dept W

Proposal-33966 Dept W

MARK AS COMPLETE

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow



Managed Documents

Manage

Proposal form

Proposal →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
☐ New	Dept W	PROGRAMME	New		2026.01	⋮ →

Governance Meetings

8. From the proposal main page, scroll down to the **Academic Item** section. Open the programme specification by selecting the right-pointing arrow next to the programme title and version number.

Information

Managed Documents

Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow



Managed Documents

Manage

Proposal →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
☐ New	Medicine MBBS 5 Years (A100)	PROGRAMME	New		2028.01	⋮ →

9. Complete the **programme academic item**. This is the equivalent of the programme specification. Most details entered here are published in the Programme and Module Directory for current and future students.

10. Once you reach the Programme Approval section, select **Mark as complete** at the top of the specification, provided all fields have been completed.

Dashboard > Proposal-24839 MBBS (Bachelor of Medicine, Bachelor of Surgery) > New Medicine MBBS 5 Years (A100)

Export to PDF Print Delete

New Medicine MBBS 5 Years (A100) : Overview ▾

2028.01 PROPOSED New

Programme Information

Field Audit History

Related Items Comments

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

Programme Approval

QAA Subject Benchmark Statement ? Biomedical Science and Biomedical Sciences (2023)

Programme outline

MBBS (A100) is a five-year degree professional medical programme. MBBS is taught on University campuses and in workplace-based settings (third-sector organisations, primary and secondary care) across all years of the programme. Study is undertaken at three Frameworks for Higher Education Qualifications (FHEQ) Levels (4,5,6,7) across 5-years, with greater breadth and depth of study (across multiple subject-domain knowledge and skills areas), when compared to a conventional 3-year bachelor of science undergraduate degree programme (which tend to focus on a specific domain or discipline).

The MBBS programme is designed as an integrated, values-based, clinical curriculum:

The curriculum design will be driven by the GMC Outcomes for Graduates, MLA, NHS, and other policy drivers, as well as the QM Attributes and Principles of Programme Design. All teaching, learning and assessment strategies will be informed by these core values. These design principles will incorporate clinical context and relevance throughout the curriculum.

A holistic approach to medicine will be embedded in the curriculum, using a Whole Person Care biopsychosocial model. Students will be interacting with all aspects of a patient and the healthcare system, public health, community health, primary and secondary care systems.

Inclusive pedagogy: A student-centered approach to teaching that engages the wealth of intersecting social identities and positionalities that all students bring to the classroom.

11. From the proposal main page, scroll down to the **Attachments** section. Attach the Business Case, Marketing Report and any other required documents.
12. Select **Manage**, then either drag a file into the attachments area or click into the section to open the file explorer.

Information

Managed Documents

Governance Meetings

Attachments

Programme Concept Tasks

Managed Documents

Manage

Concept →

Governance Meetings

No meetings exist for this proposal

Attachments

Manage

FILE NAME	UPLOADED ON	UPLOADED BY
Part 1 BSc Earth and Climate Science 20260108.docx	13 Jan 2026	Qp 241524 Qmul Ac Uk

1 results

Show: 10 ▾ Page 1 of 1

Programme Concept Tasks

Search

☐ Assigned to me ☐ Created by me

Show applied filters

- 13.** Select **Mark as complete** once the proposal form and programme specification have been completed and all required documents have been attached.

Dashboard > Proposal-24839 MBBS (Bachelor of Medicine, Bachelor of Surgery)

Proposal-24839 MBBS (Bachelor of Medicine, Bachelor of Surgery)

MARK AS COMPLETE

Information

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Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

Creation — University —

Managed Documents

Manage

Proposal →

- 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**.

Tip: It is recommended that you also inform your School/Institute Director of Education or Education Manager that the new programme proposal has been completed.