

Proposing and Approving a New Programme (School/Institute)

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 2 Approval Process.

School/Institute approval of a new programme proposal

This stage is completed by School/Institute education teams, such as Directors of Education and Education Managers.

1. When a notification is received, follow the link to open the proposal main page.
2. Review the proposal form, programme academic item, Business Case and Marketing Report.
3. Add feedback in the proposal form or programme academic item by selecting the small **speech bubble icon** on the right of each section. This works in a similar way to adding comments in Microsoft Office applications.

Queen Mary University of London DASHBOARD LOG OUT

Dashboard > Proposal-33980 Shoe Making BSc > Shoe-Making 101 Shoe Making BSc

Export to PDF Print Delete

Shoe-Making 101 Shoe Making BSc : Overview MARKED AS COMPLETE

2025.01 PROPOSED New

Programme Information

Compare version: None Show Changes Field Audit History

Related Items Comments

Programme Proposal

- > 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

Programme Proposal

Overview Edit

Title *	Shoe Making BSc
Code *	Shoe-Making 101
Scheme	Undergraduate
Programme type	Bachelors
Programme sub-type	
FHEQ Level *	Level 4
HELP	
Honours type	
Collaborative arrangement	
Closed / restricted programme	
Total credits for award	

Add comment

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.

Queen Mary University of London

DASHBOARD

LOG OUT

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Proposal-33980 Shoe Making BSc

SUBMIT TO School or Institute

Information

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Academic Items

Governance Meetings

Attachments

Proposal Tasks

Related Proposals

Information

Workflow

Managed Documents

Academic Items

Creation

University

Proposal

→

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
✓ Shoe-Making 101	Shoe Making BSc	PROGRAMME	New		2025.01	⋮ →

ACTIVITY	REVISION TYPE	VERSION	
New		2025.01	⋮ →

✓

This proposal has been submitted to School or Institute

✕

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 by selecting the right-pointing arrow next to the task.

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

Attachments

FILE NAME	UPLOADED ON	UPLOADED BY
Shoe Making Proposal.docx	09 Jun 2026	Qp 24488 Qmul Ac Uk

1 results

Proposal Tasks

☐ Assigned to me
☐ Created by me

Show applied filters

ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY	DUE DATE
GG	School/Institute endorsement APP-0002134	Endorsement	Open	↗	Medium	→
CG	School/Institute endorsement APP-0002135	Endorsement	Open	↗	Medium	→

2 results

Related Proposals

No related proposals exist

8. To reassign the task to a specific colleague, select Edit in the approval task flyout menu and complete the **Assigned to** field.

9. Select **Endorse or Reject**, depending on the Education Committee outcome.

Attachments

FILE NAME	UPLOADED ON	UPLOADED BY
Shoe Making Proposal.docx	09 Jun 2026	Qp 24488 Qmul Ac Uk

1 results

Proposal Tasks

☐ Assigned to me
☐ Created by me

Show applied filters

ASSIGNED TO	TASK	TYPE	STATUS	OUTCOME	PRIORITY
GG	School/Institute endorsement APP-0002134	Endorsement	Open	↗	Medium
CG	School/Institute endorsement APP-0002135	Endorsement	Open	↗	Medium

2 results

Related Proposals

No related proposals exist

School/Institute endorsement

Endorsement - APP-0002134

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

Endorse

Reject

Remind

10. Complete the notes for the decision. The notes should include the date of the Education Committee decision and the name of the Director of Education or Education Manager.

11. Check the approval task. A blue tick shows that it was endorsed. A red cross shows that it was rejected.

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-0002134	Endorsement	Done		Medium	→
CG	School/Institute endorsement APP-0002135	Endorsement	Done	 Approved	Medium	→

2 results

Show: 10 ▾ Page 1 of 1 < >

12. If the proposal was approved, select **Submit to Faculty** at the top of the page to move it to the next stage.

Dashboard > Proposal-33980 Shoe Making BSc

Proposal-33980 Shoe Making BSc [SUBMIT TO Faculty](#)

Information

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Proposal Tasks

Related Proposals

Information

Workflow

● School or Institute ○ University ○ ○ ○

Managed Documents

Manage

Proposal →

Academic Items

CODE	TITLE	TYPE	ACTIVITY	REVISION TYPE	VERSION	
Shoe-Making 101	Shoe Making BSc	PROGRAMME	New		2025.01	⋮ →

ACTIVITY	REVISION TYPE	VERSION	
New		2025.01	⋮ →

✓ This proposal has been submitted to Faculty ✕

13. If the proposal was not approved and needs to be amended before it is considered again, select the ellipses next to Submit to Faculty, then select **Unsubmit** to return it to the proposer.

Dashboard > Proposal-33980 Shoe Making BSc

Proposal-33980 Shoe Making BSc

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- Academic Items
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- Related Proposals

Information

Workflow

School or Institute

University

Managed Documents

Manage

Proposal

→

SUBMIT TO Faculty

Marked as Complete 09-Jun-2026 02:21:51 PM Vishwas Painuly

UNSUBMIT

If the proposal will not progress: Contact Quality and Standards so the proposal can be archived.