

Proposing and Approving a New Programme (Faculty)

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.

Faculty approval of a new programme proposal

This stage is completed by Faculty Education teams, such as the Dean for Education, Deputy Dean for Education and Faculty Quality Team.

1. When a notification is received that a new programme proposal has been approved by the School/Institute, 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.

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 Faculty Education Committee agenda for discussion.
5. Once the Faculty Education Committee has approved or not approved the proposal, record the decision in Curriculum Manager.

6. Scroll down to **Approval tasks** and open the Faculty endorsement task by selecting the right-pointing arrow next to the task.
7. To reassign the task to a specific colleague, such as the Dean for Education, select Edit in the approval task flyout menu and complete the **Assigned to** field.

School/Institute endorsement
Endorsement • APP-0001754

Title
School/Institute endorsement

Priority
Medium

Assigned to
UG UniversityLondoninParisTask Group

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

Due Date
-

Notes
-

Status
Open

Endorse Reject Remind

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

School/Institute endorsement
Endorsement • APP-0001754

Title
School/Institute endorsement

Priority
Medium

Assigned to
UG UniversityLondoninParisTask Group

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

Due Date
-

Notes
-

Status
Open

Endorse Reject Remind

9. Complete the notes for the decision. The notes should include the date of the Faculty Education Committee decision and the name of the Dean for Education.

10. Check the approval task. A blue tick shows that it was approved. A red cross shows that it was rejected.

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

Dashboard > Proposal-24114 International Politics with Business Management

Proposal-24114 International Politics with Business Management

SUBMIT TO University

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	
✓ PROG000002	International Politics with Business Management BA	PROGRAMME	New		2027.01	⋮ →

ACTIVITY	REVISION TYPE	VERSION	
New		2025.01	⋮ →

✓ This proposal has been submitted to University ✕

12. If the proposal was not approved and needs to be amended before it is considered again, select the ellipses next to Submit to University, then select **Return to start**.

13. If the proposal needs to be returned one step to the School/Institute Education Committee, select the ellipses next to Submit to University, then select **Unsubmit**.

Dashboard > Proposal-33980 Shoe Making BSc

Proposal-33980 Shoe Making BSc

Information

Managed Documents

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Related Proposals

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Managed Documents

Manage

Proposal →

SUBMIT TO University

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

UNSUBMIT

RETURN TO START

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