

Proposing and Approving a New Programme (Quality Standards and Academic Model)

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.

University approval of a new programme proposal

This stage is completed by Academic Quality and Standards.

1. When a notification is received that a new programme proposal has been approved by the Faculty, follow the link to open the proposal main page.
2. Check that the proposal form and programme academic item have been completed as required.
3. Check that the **Business Case and Marketing Report** are attached to the proposal.
4. Check that both School/Institute approval and Faculty approval are present on the proposal.

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

Dashboard > Proposal-33980 Shoe Making BSc

Proposal-33980 Shoe Making BSc

SUBMIT TO IMPLEMENTATION ⋮

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Items

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

✓ This proposal has been submitted to IMPLEMENTATION ✕

6. If the proposal needs to be amended before it is considered again, select the ellipses next to Submit to Implementation, then select **Return to start**.

SUBMIT TO IMPLEMENTATION ⋮

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

UNSUBMIT

RETURN TO START

University

7. If the proposal needs to be returned one step to the Faculty Education Committee, select the ellipses next to Submit to University, then select **Unsubmit**.

Completion of a new programme proposal

Note: This stage is completed by Academic Model.

1. When a notification is received that a new programme proposal has been approved by the University, follow the link to open the proposal main page.
2. Complete the required Academic Model tasks.
3. Enter the codes into the programme academic item under the **Admin use only** section.

Dashboard > Proposal-02662 Biomedical Engineering MSc > P900052 Biomedical Engineering MSc Export to PDF Print

≡ P900052 Biomedical Engineering MSc : Overview ▾

2025.01 APPROVED ▾

Programme Information

Compare version: None ▾ Show Changes Field Audit History Related Items Comments ⋮ ⬆

- > 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
- > Careers
- > Specific policies and support
- Admin use only (Academic Model)**
 - > Codes
 - > Mapping Standards

Admin use only (Academic Model)

Codes

Named subject family	Biomedical Engineering		
Codes	Code Type	Code SubType	Code
	> Card access code (VCO_UDFB)		PSEMS
	> External subject balance (PRU_UDFB)		0
	> MCR code	Direct application	PFQM-HBS3-09
	> PRG/CRS code	Standard programme	PMSF-QMENNG1
	> PWY code	PWY code 1	BMESNG
	> ROU code		PSBMEZ
	> ROU code		PSBET
	> UCAS code / External Reference code		HBS3
	> UCAS code / External Reference code		HBSE
	> VCO sequence number		25
	> VCO sequence number		33
Fees	Fee status	Fee band	Applies to all Offerings
	> Home	PGHC180_1	No
	> Overseas	PGOE180_1	No

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

Dashboard > Proposal-33980 Shoe Making BSc

Proposal-33980 Shoe Making BSc COMPLETE

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Academic Items

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

Marked as Complete

University COMPLETE

Manage

TYPE	ACTIVITY	REVISION TYPE	VERSION
PROGRAMME	New		2025.01

✓ This proposal workflow has been completed

✓ Academic items have been approved

✓ Upversioned associations for bundled AIs

✓ PDF attachments will be available shortly

5. If the proposal needs to be returned one step to Quality and Standards, select the ellipses next to Complete, then select **Unsubmit**.

6. The programme proposal is now fully completed. The basic programme information will be entered into SITS, and the programme can now be advertised.

Completion checklist

Before progressing the proposal, check that the following items have been completed:

- Programme information page completed.
- Proposal form completed.
- Programme academic item completed and marked as complete.
- Business Case attached.
- Marketing Report attached.
- Any additional required documents attached.
- Approval tasks completed with clear notes and dates.