

Guidance for completing a Programme Proposal in Curriculum Manager

Process

After discussion within the School / Institute and Faculty, the proposer should complete a Programme Proposal within Curriculum Manager for consideration for the proposal of a new programme. The purpose of the Programme Proposal process is to articulate the proposed new programme title, the associated award(s), anticipated student numbers, the business case, marketing insights and the resource requirements. The information provided in the Programme academic item will be transferred into SITS, and provide the basis for the marketing of the new programme, so it therefore needs to be accurate and complete.

All sections must be completed in full based on the below guidance. Once endorsed by the School / Institute, programme proposals should be submitted to the Faculty, who will arrange for the consideration of the proposal by Faculty Executive.

- Within the Proposal managed document, please complete all sections.
- Ensure “mark as complete” is selected when the Proposal managed document has been completed.
- Within the programme academic item, complete all sections within the “Programme proposal” heading and leave any fields that don’t apply blank (for example, collaborative arrangements, professional accreditation, apprenticeship standard). There is no need to complete anything under the “Programme approval” heading at the proposal stage.
- Ensure “mark as complete” is selected when the academic item has been completed.
- A business case and central marketing report must be included with the proposal as attached documents.
- Once both the Proposal managed document and the programme academic item are completed, ensure “mark as complete” is selected on the proposal, so that it can be submitted to the School / Institute.

Once a programme proposal has been endorsed by School / Institute, Faculty, and University, it can be marketed as 'subject to approval'. In order to advertise a new programme the School / Institute administering the programme (through the programme proposer) should liaise directly with their Faculty Marketing Manager to ensure that all the necessary information required to market the programme is provided.

Please note that for programmes to be delivered with a collaborative partner, no partnership agreement can be signed until the proposed programme receives full programme approval.

Information, forms and guidance can be found on the [DGLS website](#).

Proposal managed document

Summary

Programme title

Please specify the proposed programme title – this will be the field of study of the final award, the title as listed on the UCAS website (if applicable) and the Queen Mary Course Finder and marketing materials; this may also influence how it is assessed for fee purposes.

Programme rationale

Please provide details of the rationale for the proposed programme. In addition to being academically sound, these should include clear links to the QM Strategy 2030, the Principles of Academic Degree Programme Design and any other strategic reasons, financial reasons and / or recruitment reasons. Please provide evidence of demand for the proposed programme (further guidance and marketing insights must be sought from External Relations and attached to the proposal). This is not intended to duplicate the Marketing Insights report but summarise and supplement the information provided in the report.

If more than one point of entry is proposed, this should be clearly explained. If the proposed programme involves a collaborative partner, please clearly outline the responsibilities of the partner in developing (if applicable) and delivering the programme. If the programme is an apprenticeship, this should explain the intent of the programme.

Proposal contacts

Please add the main contact(s) for the proposed programme. If not the proposer, this is likely to be the programme director.

Curriculum Plan

Indicative curriculum

Please provide an overview of the indicative curriculum for the proposed programme in terms of proposed modules to be studied in each academic year of study (which will appear in marketing material 'subject to approval'). Please clearly indicate which modules are new, and which already exist and have been approved.

If the programme requires students to undertake any proportion of their scheduled activities outside of a QM campus, in a workplace environment, please clearly indicate this in the work-based learning section, and specify the percentage of the notional study hours to be undertaken in the workplace. Work-based learning includes activities such as placements, internships, professional / industrial experience, and volunteering.

Please provide this information for all modules, including those which are elective, and / or non-credit bearing.

Additional Information

Additional information required for collaborative programmes

Please clarify how and when application data will be shared between institutions, and how students will be informed of this. Please state which institution(s) will be responsible for issuing offer letter(s) and communicating any visa requirements to students.

Please also clarify whether students will be registered at the partner institution, as well as QM for the duration of the programme and the percentage of time students are expected to study with each institution to the nearest 10%. (i.e. 60% in the UK (QMUL), 40% overseas (Partner)). For proposals where students progress to QM from a partner institution, please outline the arrangements for confirmation of this progression to be provided to QM.

Apprenticeship only - proposed intent, implementation, and impact

Please clarify if the apprenticeship has an integrated or non-integrated End-Point Assessment (EPA), who the End Point Assessor Organisation (EPAO) will be, and the duration of the EPA. Please outline the proposed Intent (planning), Implementation (action), and Impact (on apprentices and employers) of the apprenticeship.

Professional accreditation detail

Please specify the accrediting body (if applicable) and the nature of the accreditation (e.g. qualification to practice, exemption from professional exams, membership of a professional body). This should include the likelihood of the proposed programme receiving accreditation, and how important the accreditation is to the success of the programme.

Resourcing

Resourcing requirements

Please summarise the proposed resourcing arrangements. This should include Library, I.T, space requirements and staffing, as well as the impact on any existing provision. Detailed costings should be provided with the form as part of the Business Case.

Joint working statement (if applicable)

For programmes that are to be delivered with an external collaborative partner or jointly between more than one internal school/institute, please summarise the proposed resourcing arrangements for the partnership.

For apprenticeship programmes please summarise the specific plans with employers. Detailed costings should be provided with the form as part of the Business Case.

Work-based learning

Details of any external partners for work-based learning

For programmes that involve work-based learning, please provide details of any external partners to be involved in workplace provision.

How is any work-based activity incorporated into the programme?

For programmes that involve work-based learning, please provide the duration of any work-based activity, and the % of time spent in compulsory work-based learning per programme year.

Fee arrangements

Fee band (Home)

Please clarify the home tuition fee.

Fee band (Overseas)

Please clarify the overseas tuition fee.

If not standard bands: name existing programme(s) using same fees OR state new fees

If the proposed programme does not attract a standard fee band, please clarify if an existing programme attracts the same non-standard fees, or state the new fees.

Fees rationale

If the proposed programme attracts a non-standard fee, please clarify the rationale for this.

Any non-standard fee arrangements

Please clarify if there are any non-standard fee arrangements for the proposed programme.

Apprenticeships: maximum funding and funding to be drawn

If the proposal is for an apprenticeship, please outline the maximum funding available and detail the funding that will be drawn.

Programme academic item

Programme proposal

Overview

Title and code

Insert the full programme title, e.g. Geography BSc.

The code is a unique code for curriculum manager, not linked to SITS. Enter “new” for a new programme and it will be assigned by the Academic Model upon receipt of the proposal.

Scheme and Programme type

These are populated automatically depending on the type of programme proposal selected when creating the new proposal.

Programme sub-type

Select from ‘standard’, ‘apprenticeship’, or ‘intercalated’.

FHEQ level

Select the Framework for Higher Education Qualifications (FHEQ) level of the award.

Honours type

Select from ‘single’, ‘joint’, or ‘major/minor’. In most cases, this will be a single award.

Collaborative arrangement

Select the type of collaborative arrangement for the proposed programme, or if none then select ‘no collaboration’.

Closed/restricted programme

Is the programme available to any suitable qualified candidate that satisfies the criteria for admission (not closed / restricted), or is it only available to certain groups of applicants, for example, employees from a particular company (closed / restricted).

Total credits for award

Please enter the typical credits for the award, for example 360 for an undergraduate programme, 180 for a postgraduate programme.

First admit term and last admit term

Please select the first term of admission. This will be either semester 1, 2, or 3. Only select a last admit term if the programme will only run for a limited time. In most cases, the last admit term can be left blank.

Award details

Please enter the award type, award full name, and any non-standard exit award arrangements. Complete this for the award the programme offers, and any non-standard arrangements, but not for any standard exit awards that are contained within the Academic Regulations.

- Single award (including Distance Learning, Placement, and Work-based learning) – an arrangement where Queen Mary, or Queen Mary and one or more partner institutions develop a programme that leads to a single award by Queen Mary.
- Joint award – an arrangement where Queen Mary and one or more partner institutions together provide elements of a joint programme that leads to a single award made jointly by both, or all, participants.

- Double award – an arrangement where Queen Mary and a partner institution collaborate to provide elements of a joint programme leading to separate awards from each institution. Arrangements involving more than two partners would lead to multiple awards in the same way.

Details

Location

Select the delivery location for the proposed programme. In most cases this will be 'Queen Mary London Campuses'.

Subject code (HECoS)

Please select the proposed HECOS code for the proposed programme. HECOS codes are used by:

- HESA to determine funding arrangements
- The National Student Survey to determine subject groupings
- UCAS
- To determine whether a programme requires Tier 4 students to obtain ATAS clearance

Multiple HECOS codes can be proposed, please select 'Add' for each code. Further details about HECOS codes can be found [here](#).

Associations

Please indicate if the programme is related to another academic item in any way. The 'Academic Item' field will return suggestions based on the text entered, but the item must already exist in curriculum manager. This is used to link any related or replacement programmes, if the programme is replacing another due to a title change, or is part of the same named subject family.

Professional accreditation

Professional accreditation

Please specify the accrediting body (if applicable) and the nature of the accreditation (e.g. qualification to practice, exemption from professional exams, membership of a professional body). Please also indicate if the accreditation is confirmed, applied for, or to be sought.

If the accrediting body does not appear on the selectable list, please enter it manually in the accreditation detail field and contact DGLS who will be able to arrange for it to be added to curriculum manager in an annual update.

Limitation across offerings

Please indicate if the accreditation carries any limitations across the available programme offerings (e.g. the programme contains a non-standard exit award as a non-accredited pathway).

Ownership

Faculty, lead school/institute, and department

Please indicate the owning faculty, school/institute and department for the proposed programme. This will be where overall delivery and administrative responsibility lies. In most cases, the department will mirror the school/institute unless specific departments have been configured on SITS. Please ensure all three fields are completed.

Joint school/institute

Please select all schools/institutes involved in the delivery of the proposed programme.

Programme director and administrative lead

Please add the programme director and administrative lead details for the proposed programme. Typing a name into the field will return suggestions based on the text entered and will automatically populate the contact details

when selected, but the member of staff must exist in curriculum manager, and as such must have a Queen Mary staff IT account.

Teaching apportionment

Please indicate the split of teaching between schools/institutes for the programme, and the percentage of total teaching delivered from each. Select the 'Add' button to add multiple entries.

Collaborative arrangements

Collaborative partner

For programmes involving a collaborative partner, please indicate the partner name, arrangement, and partnership type (e.g. other UK education provider, large private company, NHS).

Admission

Admission requirements

All applications should be processed via the QM Admissions Office. Where provision is completely new, or non-standard entry requirements are proposed, this must be discussed with the QM Admissions Office.

Please provide the proposed entry requirements for the programme, including the level of English language proficiency required for international applicants (please list the IELTS requirements separately using the 'Add' button). Standard entry requirements should align with those already agreed and published for existing cognate provision.

Please select the admission type, description and whether the admission type applies to all offerings of the proposed programme. There are fields in this container specifically for the QM Admissions Office use only, please leave these blank.

Please complete these details for each admission type, using the 'Add' button to add multiple entries.

DBS checks

If applicable, please select the level of disclosure (DBS) or overseas police check required for the proposed programme, and whether this applies to all offerings of the proposed programme.

For further information about the different types of DBS checks, please visit the DBS Guidance [website](#).

Occupational health clearance

If applicable, please indicate if a level of Occupational Health clearance is required for the proposed programme, and whether this applies to all offerings of the proposed programme.

For further information please visit the QM Occupational Health [website](#).

ATAS clearance

The Academic Technology Approval Scheme (ATAS) applies to certain overseas students and researchers who want to study or conduct research in specific sensitive technology-related fields in the UK (e.g. mathematics, engineering, technology, subjects allied to medicine, biological or physical sciences) at postgraduate level or above. The Foreign, Commonwealth & Development Office (FCDO) administers the scheme and issues ATAS certificates.

If applicable, please indicate if this is a requirement and provide the ATAS statement to be used for the programme. ATAS statements appear on student offer letters and are provided to the FCDO as part of the application process.

The statement should be a short, technical summary of the programme or research, approved by the faculty, detailing its scope, methods, and potential applications, written by the school/institute.

Non-standard admission requirements

Please indicate if the proposed programme carries any non-standard admission requirements.

Offerings

For a programme, offerings are how the different modes of study and attendance are managed within Curriculum Manager (e.g. full time, part time, on-campus, distance learning, September start, January start).

Please specify the delivery mode, entry point, mode of attendance, student type, dates and duration for the offering. An end date should only be provided if the offering is for a limited period, and in most cases will be left blank.

Programme name for award

Please specify the programme name for the specific offering that will appear on the certificates.

Admissions title

Please specify the programme title for the specific offering that will appear in admissions systems.

You may add more than one using the 'Add' button, and specific offerings may be attached to different module diets.

Apprenticeships

Apprenticeship standard

For apprenticeship programme proposals only, please select the apprenticeship standard the programme will deliver, whether the apprenticeship has an integrated or non-integrated End-Point Assessment (EPA), who the End Point Assessor Organisation is (EPAO), and clarify the duration of the EPA.

If the apprenticeship standard or EPAO does not appear on the selectable lists, please enter it manually in the additional information field and contact DGLS who will be able to arrange for it to be added to curriculum manager in an annual update.

Funding source

Major/minor source

Please specify the major funding source and details, and also the minor funding source (if applicable).

Please select the 'Add' button to add multiple entries.

Publication and integration

Please specify any additional search terms or tags to attach to the proposed programme. This is linked to the publisher and marketer modules of the curriculum manager, and influences the search function when the programme is published online. These do not need to be populated in most cases.

Publish in Course Catalogue

Please keep the default option of 'yes' selected. All programmes will be published in the Programme and Module Catalogue.

Proposal Approval

Please ensure the Programme Proposal is marked as complete. This will send a notification to School / Institute education teams for review and entering into the governance workflow. Any supporting Schools / Institutes involved in the delivery of the programme will be asked to comment at this point. It will then be considered by the relevant Education Committee prior to being submitted to Faculty.

Programme Proposals will not be considered by Faculty or DGLS until the required approvals are present in the system.