

New Programme Approvals   
in SITS e:Vision

**User Guide**

May 2021

v1.0

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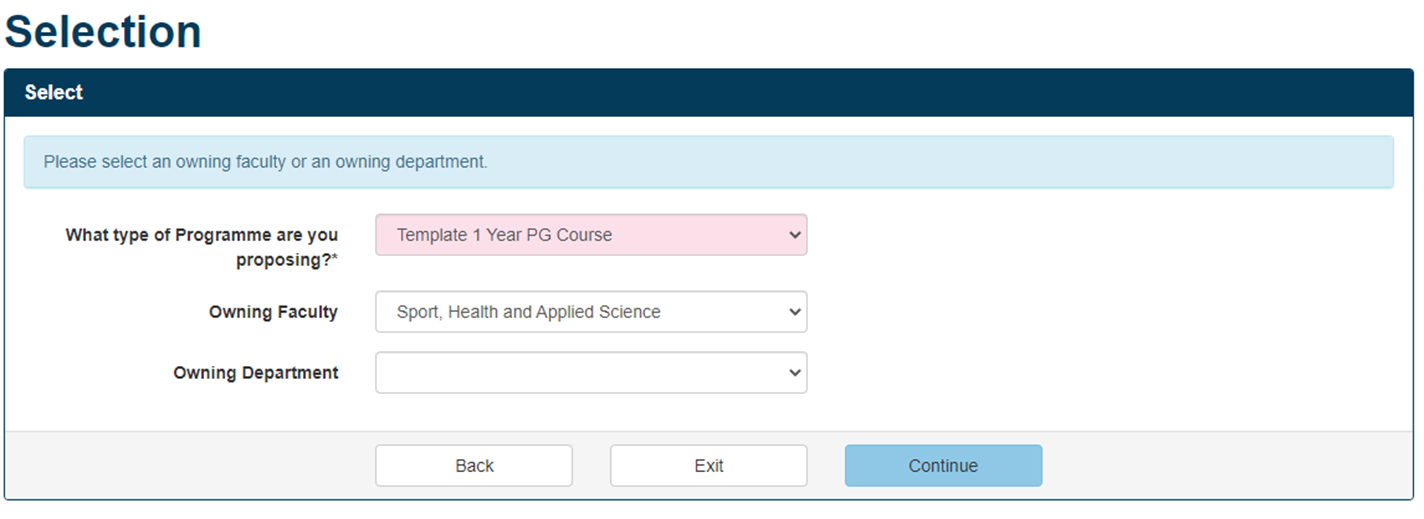
# Using the New Programme Proposal tool

## Accessing the Curriculum Management portal in SITS e:Vision

1. Go to <https://evision.stmarys.ac.uk/> using your web browser
2. Click *Staff and Student Portal Log in*
3. Enter your St Mary’s username and password, then click *Log in* and you will be taken into e:Vision
4. Click *Curriculum Management* at the top of the screen if necessary
5. You will then see the *New Programmes & Validations* button. Click this to begin your programme proposal.

## General guidance and tips

1. Always use the onscreen buttons to move forward or backwards through your proposals. The ‘Back’ button on your browser will not work:



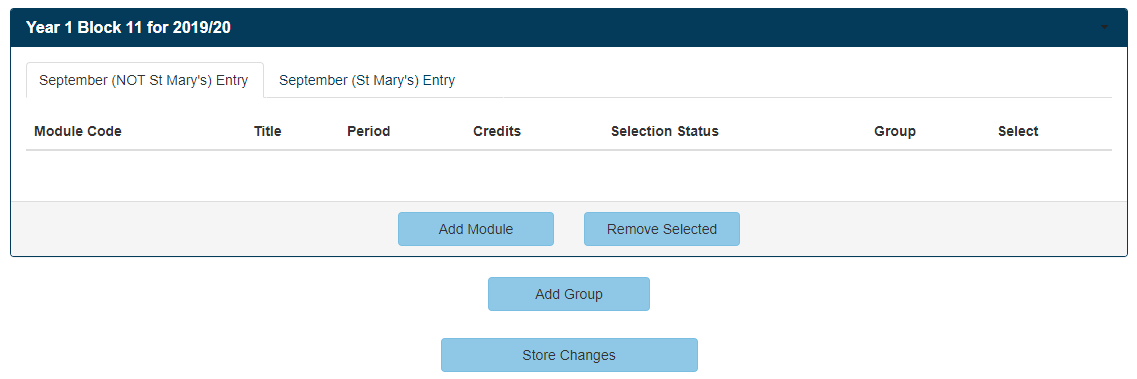
2. As you progress through a proposal, more tabs become available at the top of the page that link you back to the previous stages of a proposal. Use these to move to different stages if you need to:



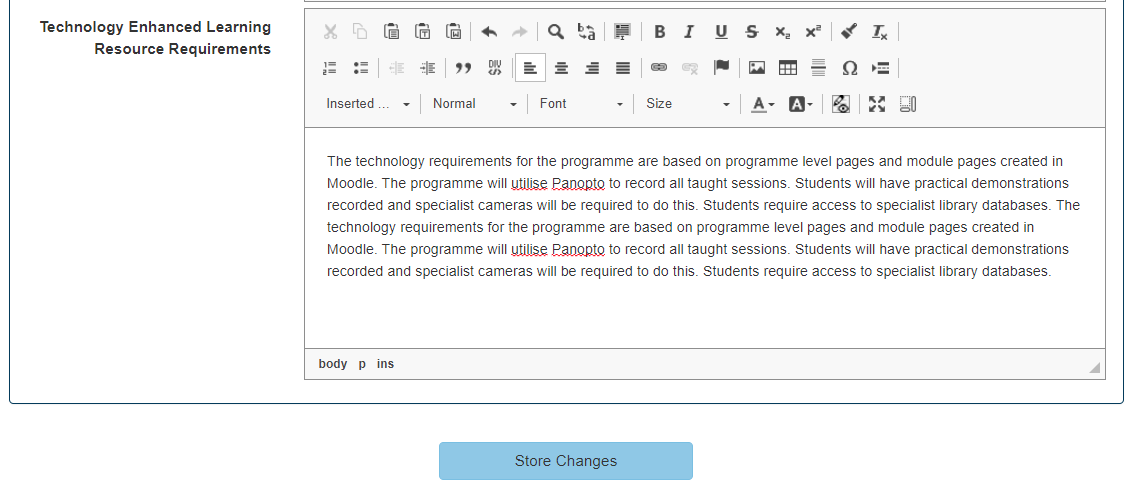
3. All fields with red shading must be completed, and questions with stars (\*) must be answered:



4. Always click *Store Changes* when the button is available, or you may loose the information you have entered:



5. Use the text formatting options if you need to help present information more effectively. If you are pasting from Word or elsewhere, select your pasted text then choose ‘Big’ or ‘Small’ from the Formatting Styles list (where the word ‘Inserted’ appears – otherwise, your text will appear underlined when displayed (it reverts to the formatting for ‘inserted’ text).

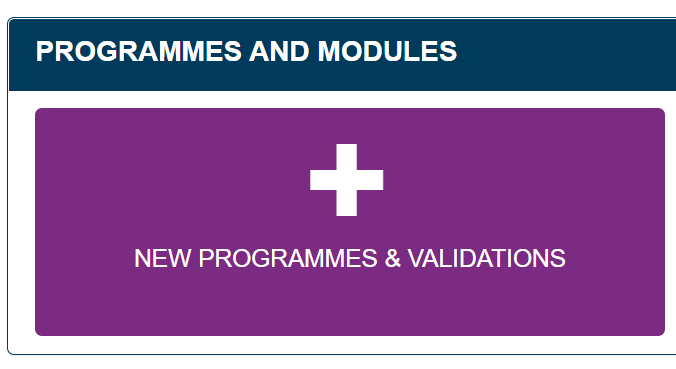


## Understanding the Curriculum Management portal homepage

The Curriculum Management portal is structured around the following five sections. Not all are visible to all users.

### 1. Programmes and Modules

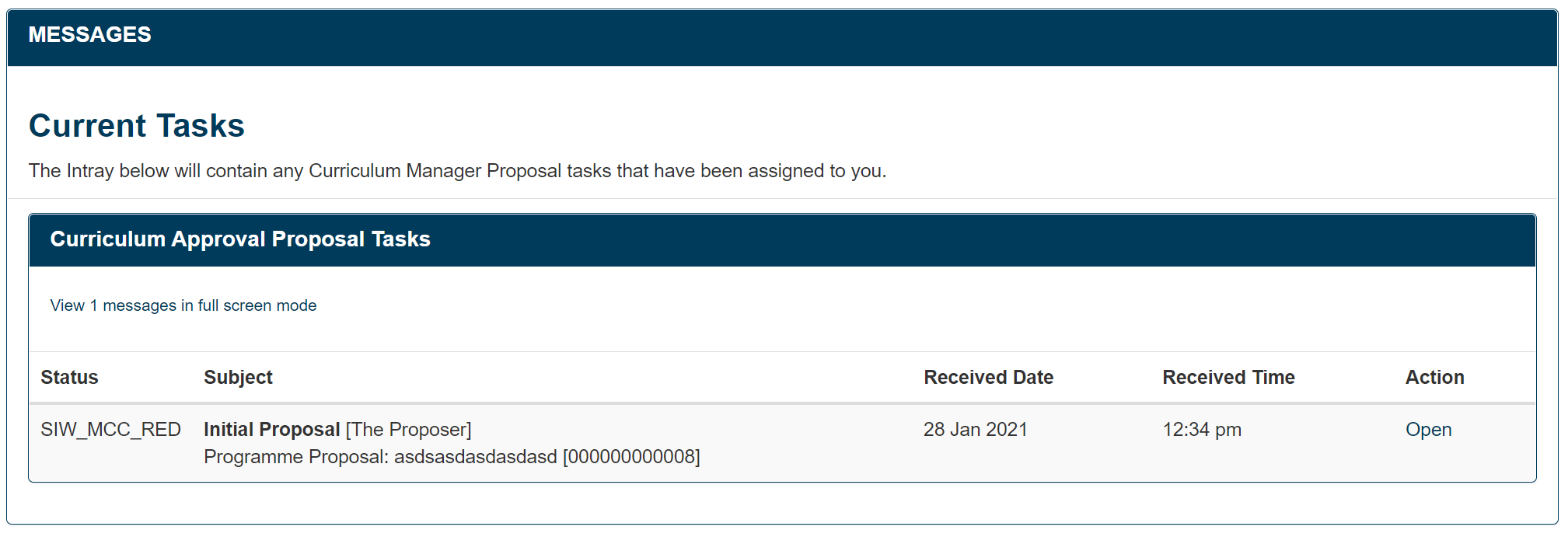
This contains the link to start a new programme approval via the New Programmes & Validations button



### 2. Messages

*Curriculum Approval Proposal Tasks*

The messages that appear here require action to be taken by you or your colleagues in the same user group. These include continuing to work on a proposal, provide feedback or give an approval decision. The message at the top of the screen is the most recent. When you click *Open* you are taken to relevant part of the process.



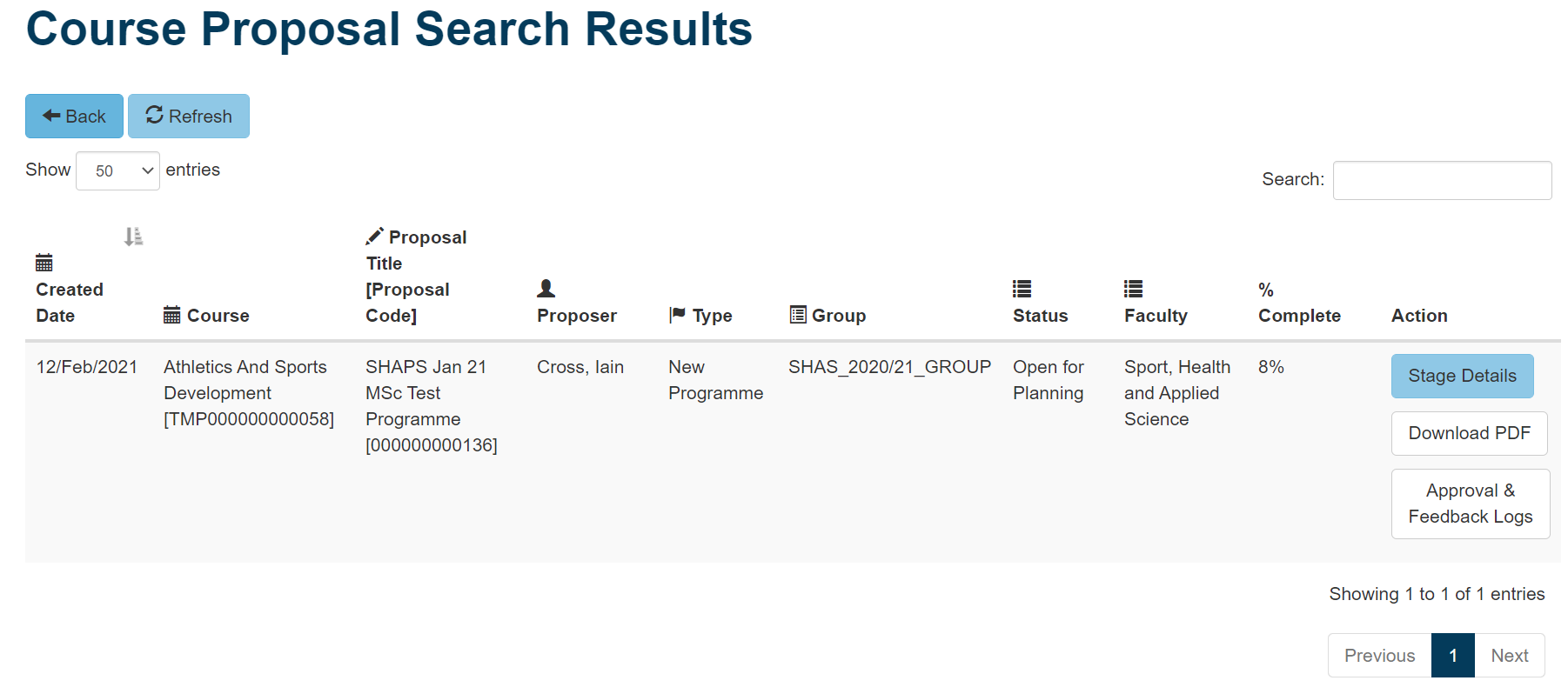
### 3. Search and Reports

*Deployment*

The deployment feature is used by the Q&S team to move an approved programme from the temporary planning area into the live environment. It is not used by other members of the Programme Development Team or any Approver.

*Course Proposal Report*

This gives access to information about all programmes that are currently being developed. Use the search boxes to narrow your search as required. Basic information about programmes meeting your search criteria are shown in the search results:



There are different options to view more information about the programme:

* To view information about the current status of a programme, and it’s stage in the approval process, click *Stage Details*.
* To view a copy of the proposal in its current state of development, click *Download PDF*
* To view a list of all the approvals given for a programme proposal, click *Approval & Feedback Logs*. This will also show basic information / comments provided by the approvers (if they have left any)

### 4. Curriculum Approval Notifications

Messages that appear here are only for notification – for example, when your proposal has been approved and progressed to the next stage of the development process. Click *Open* to view the details of the message.

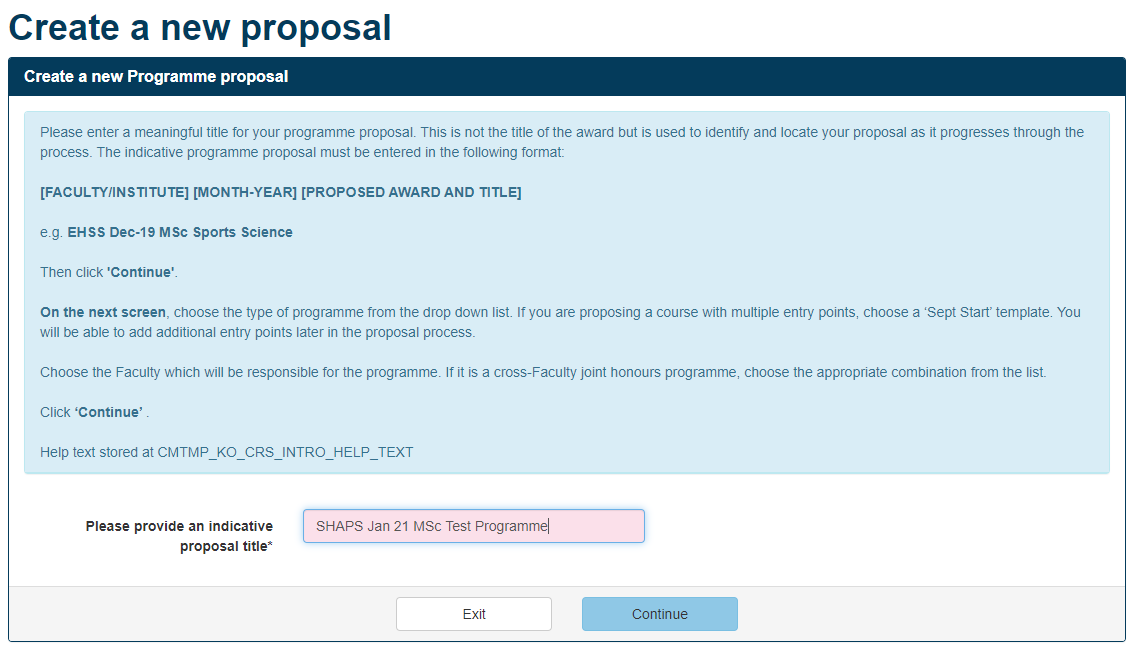
# ONE PAGE GUIDE FOR PROPOSERS TO COMPLETING A PROGRAMME PROPOSAL

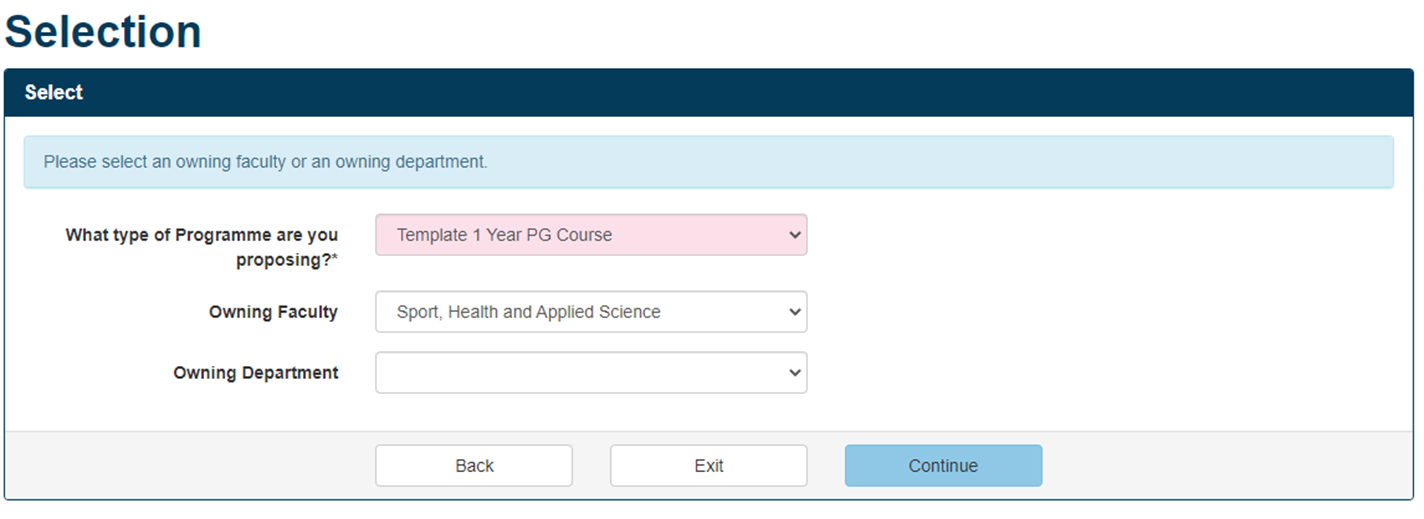
**Click underlined text to view full information for each section.**

1. Log in to e:Vision at
2. Click CURRICULUM MANAGEMENT at the top of the screen
3. Click the purple button *New Programmes & Validations*
4. Enter a name for the new proposal, click *Continue* and select the programme type and Faculty/Department information. Click *Continue* (see: 1 PROPOSAL KICK-OFF)
5. Add members of the PROGRAMME DEVELOPMENT TEAM (2); click *Store* then *Next.*
6. Provide information if the programme is COLLABORATIVE PROVISION; choose *Yes* or *No*; if *yes* complete the further questions, click *Store Changes* then *Next*.
7. Complete the information about the proposed programme in the PROGRAMME PROPOSAL tab; complete all fields, click *Store Changes* then *Next* and progress to the next tab.
   1. Complete the Course Qualification Aim data, then *Store Changes* then *Next*.
   2. Add any accreditations by clicking *Add Record* then completing the fields. Click *Store Changes* then *Next*.
8. Under the PROPOSED PROGRAMME STRUCTURE tab, choose the course length, enter entry points (noting whether this is a St Mary’s or ‘NOT St Mary’s’ entry point), choose mode of attendance and whether there is a Foundation Year (i.e. year 0) for the programme. Click *Update*.
   1. Click *Add Module* to add an existing module to the programme structure. In the search box, use the module code to locate the module you want; click *Search*, then click the Select tickbox adjacent to the relevant module(s). Choose *Apply to all entry points?* if appropriate. Click *OK* and repeat for each module to be added.
   2. Add a new module by clicking on the New Modules tab then the *New Module Proposal* button. Answer all questions, click *Store Changes* then *Next*. Add the module availability data then click *Next*; if necessary click *Add Record* to add further module availability records, then *Store Changes* then *Next*.
   3. Click *Submit* if all fields are completed, then *Continue*, then repeat to add new modules. Click *Next* when all modules have been added.
9. Complete all of the information required on the PROGRAMME RESOURCING tab. Use the file upload to locate and store the completed finance template. Click *Store Changes* then *Next*.
10. Complete all of the information required on the MARKET ANALYSIS tab. Use the file upload to locate and store the required documents. Click *Store Changes* then *Next*.
11. Complete all of the information required on the RECRUITMENT AND MARKETING tab. Use the file upload to locate and store the required documents. Click *Store Changes* then *Next*.
12. Check all sections are complete; any missing sections are shown with a red cross, and can be quickly located using the link under the Tab column. Correct the missing information then choose the *Submit* tab at the top of the screen and then click *Submit* underneath the checklist.
13. The proposal is send to professional services colleagues for feedback. Check your Curriculum Management inbox for further notifications about the proposer.

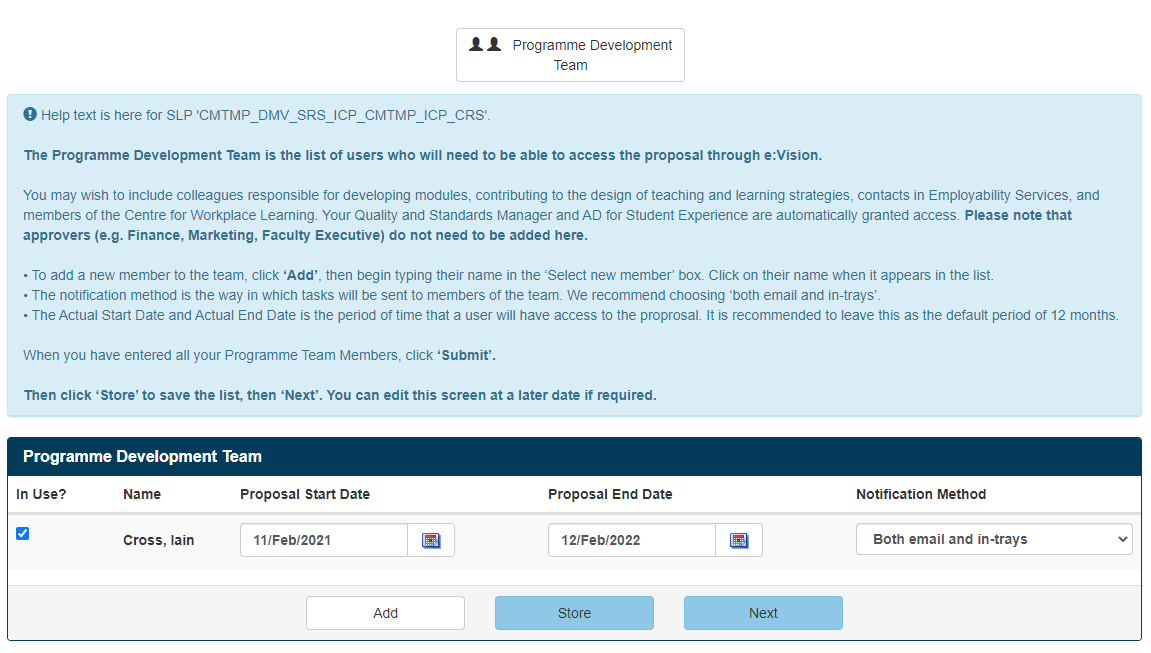
# FULL PROGRAMME PROPOSAL GUIDE

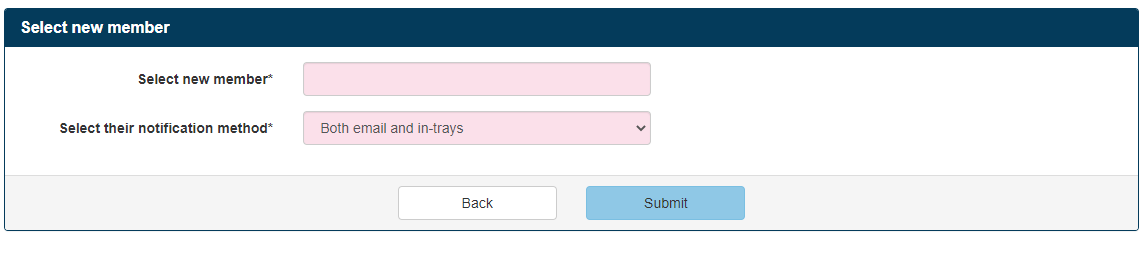
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| --- | --- | --- | --- |
| PROPOSAL KICK-OFF | | | |
| F Proposer | | | |
| Information | Required? | Data type | Brief guidance |
| Proposal title | Yes | Text | Provide a name for the proposal (as per the guidance provided on-screen) |
| * Click *Continue* | | | |
| Type of programme | Yes | Drop-down | Select the programme template that matches the type of programme being proposed |
| Owning Faculty and Department | Yes | Drop-down | Enter the Faculty / Institute and Department (if required) with responsibility for the programme |
| * Click *Continue* | | | |



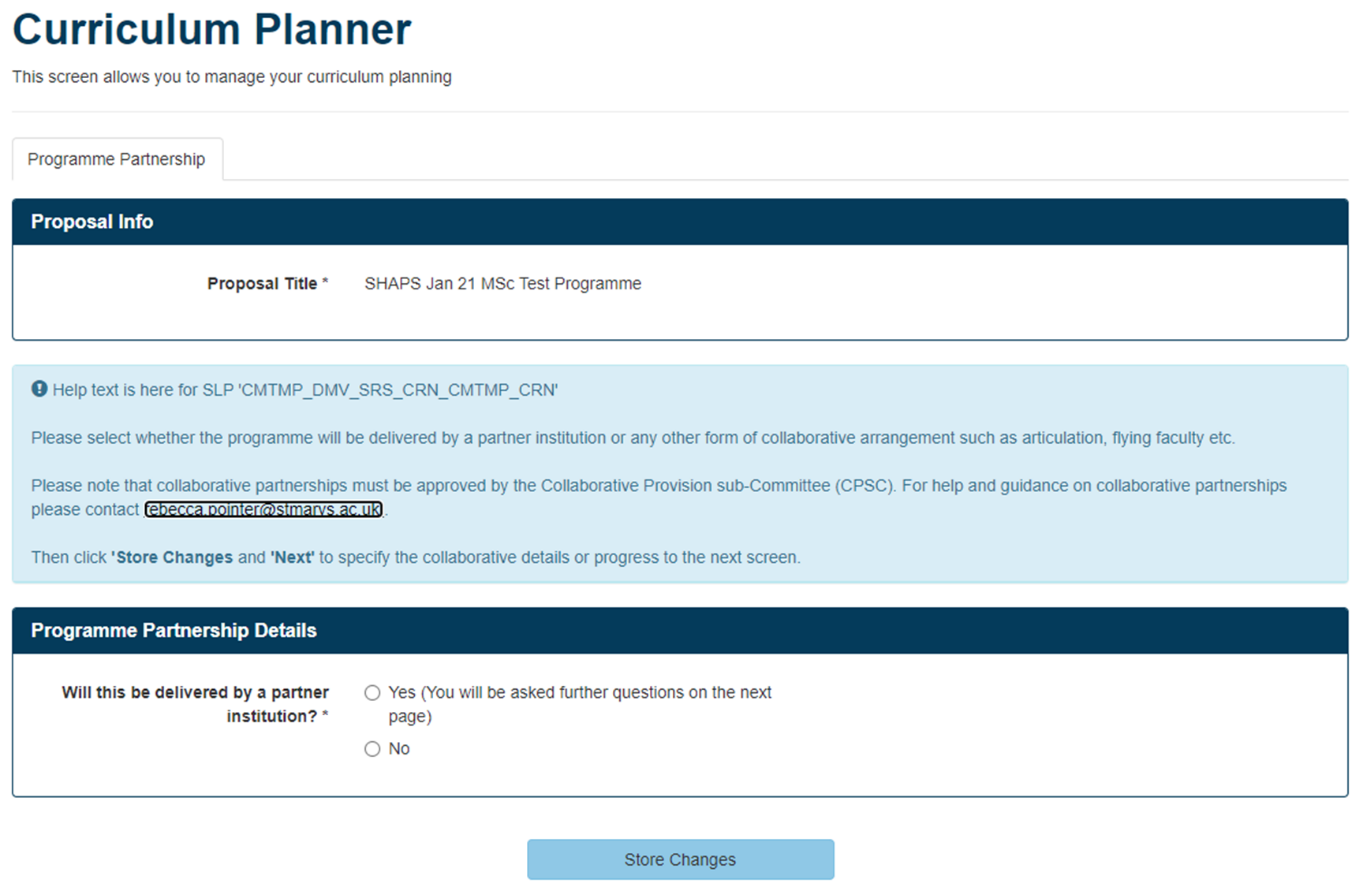


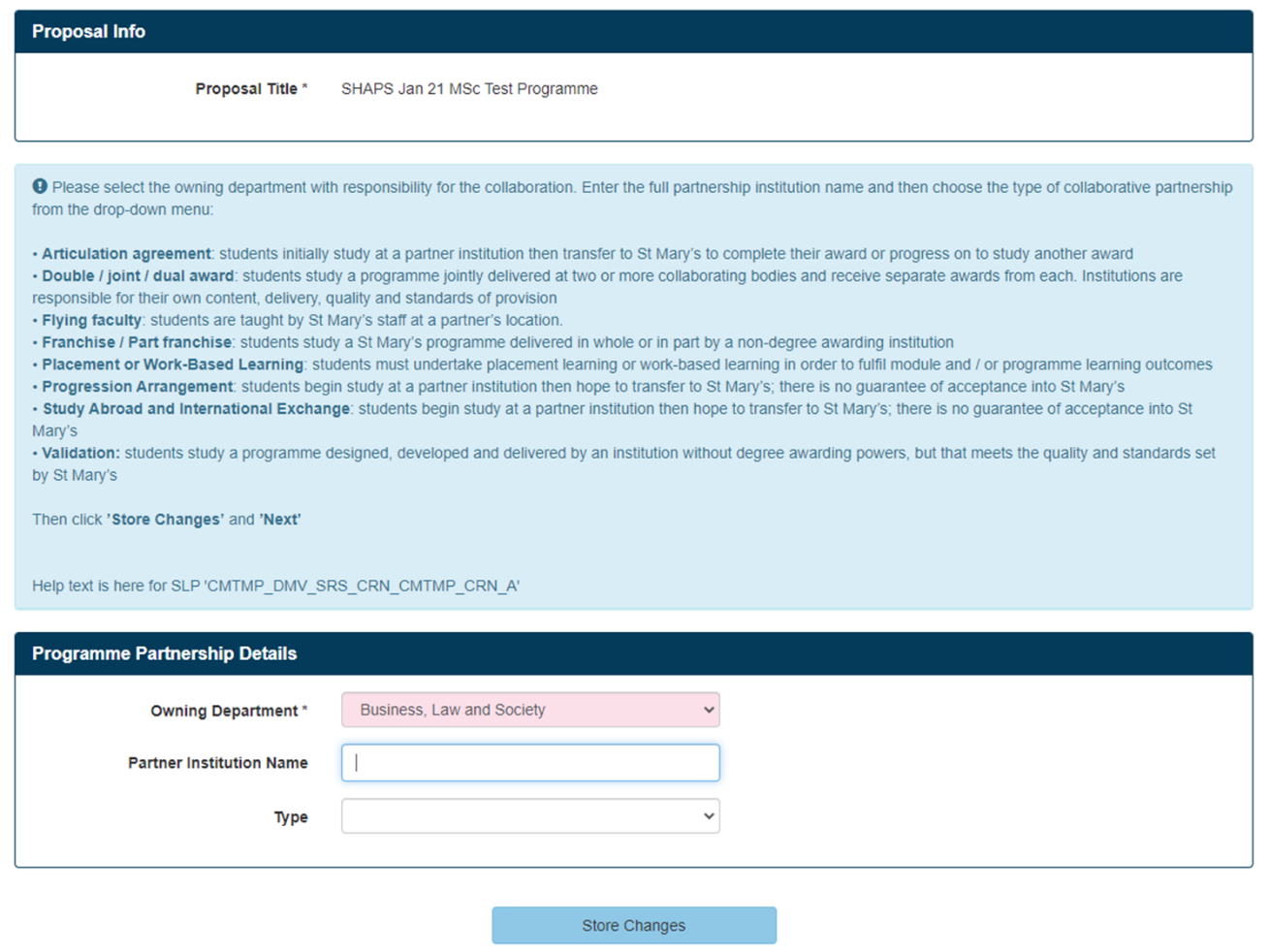
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| PROGRAMME DEVELOPMENT TEAM | | | |
| F Proposer | | | |
| Information | Required? | Data type | Brief guidance |
| Programme Development Team | Yes | Search look-up | Choose colleagues to add to the programme development team. Anyone added here will be able gain access to the proposal and receive notification messages about its development and approval |
| * Click *Add* to add members, then click *Store* to save changes THEN / OR * Click *Next* | | | |





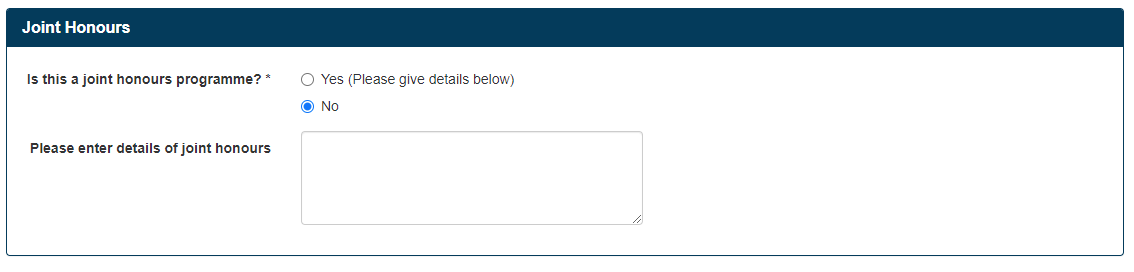
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| COLLABORATIVE PROVISION | | | |
| F Proposer | | | |
| Information | Required? | Data type | Brief guidance |
| Collaborative provision? | Yes | Yes / No | State whether proposal is for collaborative delivery or not. |
| * Click *No* then *Next* and progress to next screen OR * Click *Yes* then *Next* | | | |
| Arrangements for collaborative delivery | | | |
| Owning Department | Only if collaborative | Drop-down | Choose department with responsibility for the collaboration |
| Partner institution | Only if collaborative | Text | Full name of the collaborative partner |
| Type | Only if collaborative | Drop-down | Choose type of collaboration |
| * Click *Store Changes* then *Next* | | | |

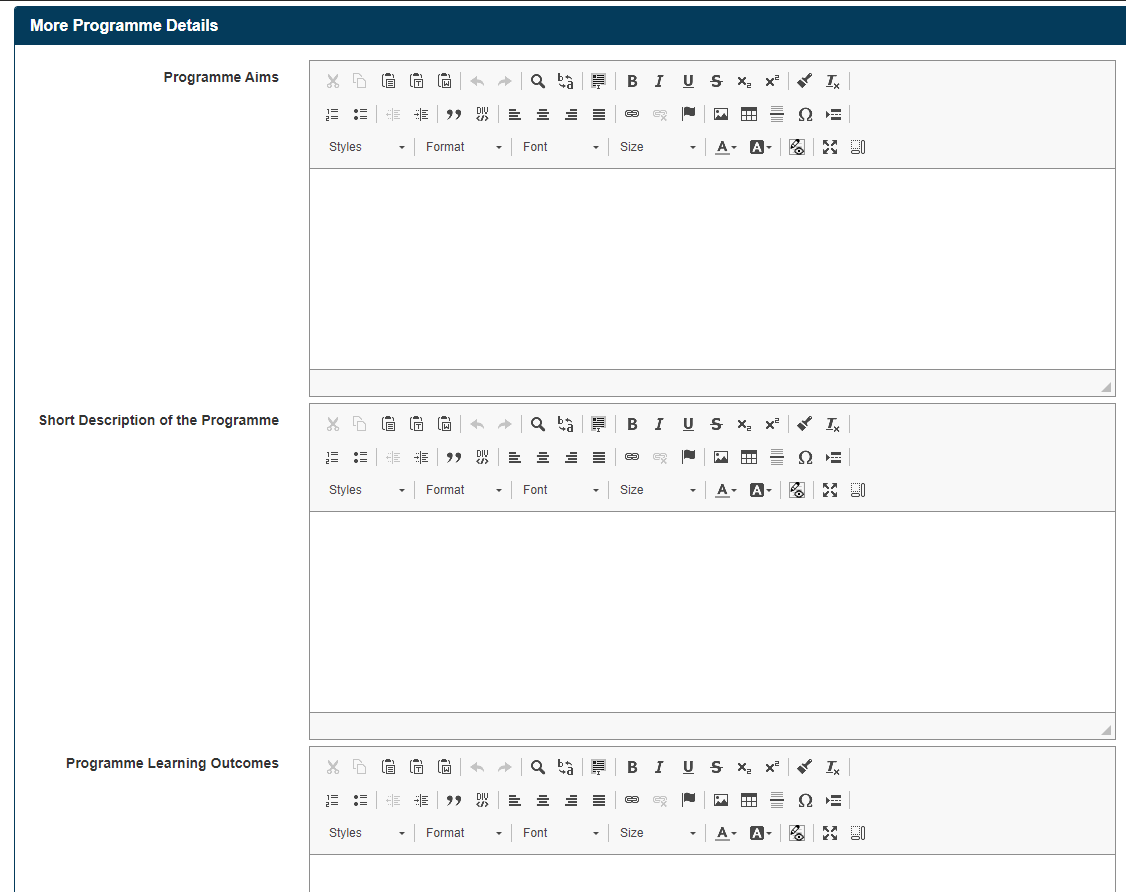




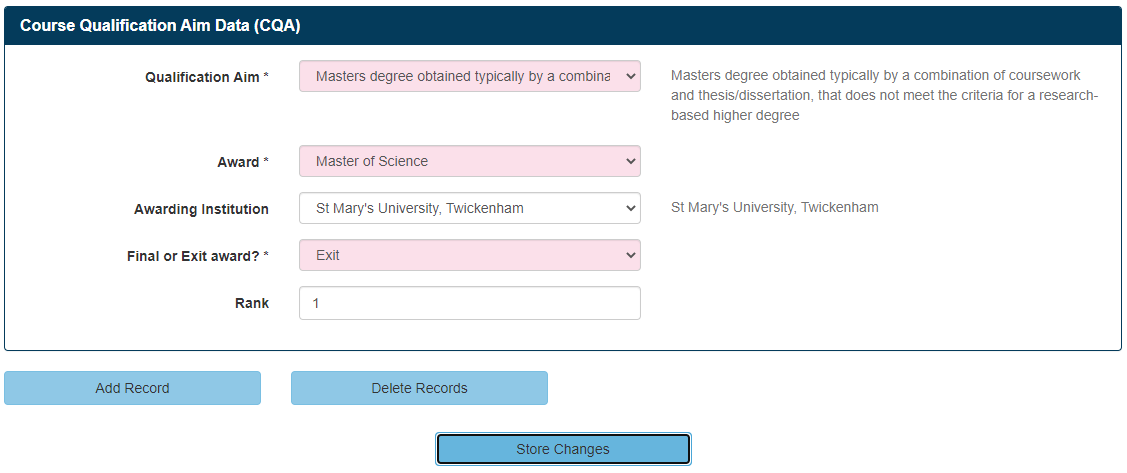
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| PROGRAMME PROPOSAL | | | |
| F Proposer | | | |
| Programme Overview tab | | | |
| Information | Required? | Data type | Brief guidance |
| Programme Long Title | Yes | Text | Enter a name for the programme to help locate it in searching the approvals tool |
| Full name of proposed programme | Yes | Text | Enter the title of the programme (as will be given on the degree certificate) |
| Proposed start dates | Yes | Date Picker | Proposed start date: use first day of month e.g. ‘1 September 24’ for Sept. ’24. |
| Mode of study | Yes | Drop down | Choose main mode of study (e.g. full-time) |
| Mode of delivery | Yes | Drop down | Choose main mode of delivery (e.g. face to face) |
| Joint Honours? | Yes | Yes / No | Specify whether available as joint honours combination |
| Details of joint honours | Only if JH | Text | Specify details of JH combinations, and where applicable any limitations on accreditation for each combination |
| Programme Aims | Yes | Text | Enter programme aims |
| Programme Description | Yes | Text | Provide a short description of the programme that can be used in external marketing |
| Programme Learning Outcomes | Yes | Text | A numbered list of programme learning outcomes |
| * Click *Store Changes* then *Next* to progress to next tab (Award Type) | | | |



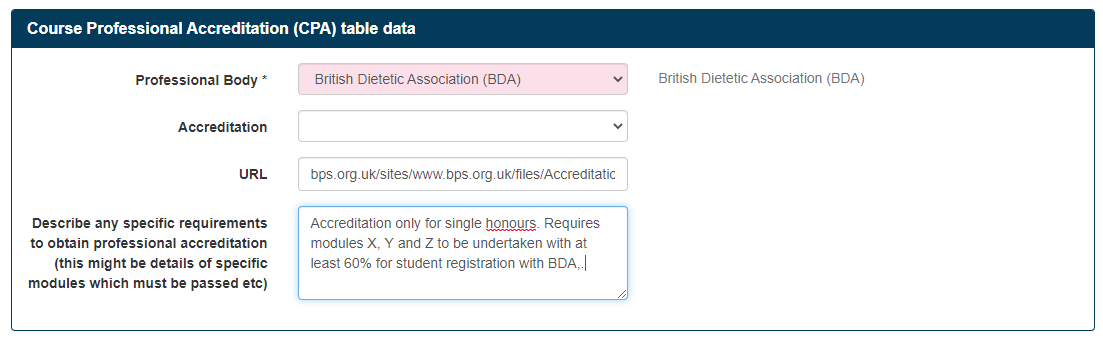




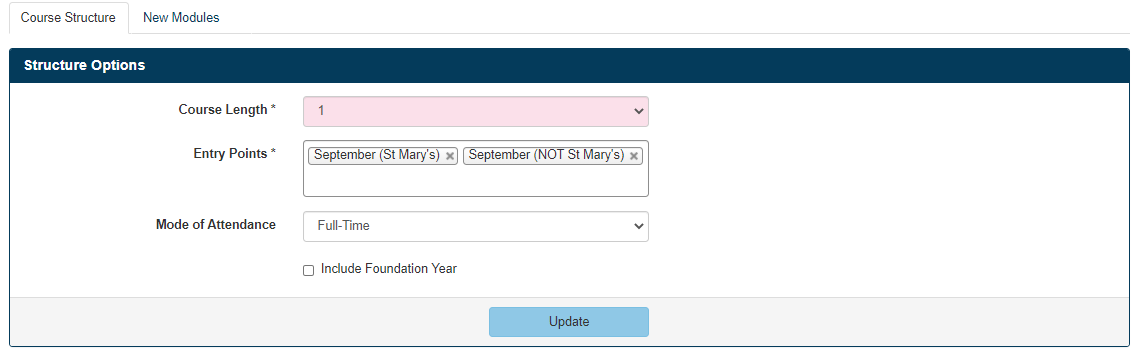
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| --- | --- | --- | --- |
| Award Type | | | |
| Information | Required? | Data type | Brief guidance |
| Qualification Aim | Yes | Drop-down | Choose the qualification aim from the list. This should be full or highest level award that can be achieved (i.e. do not input step-off or interim awards) |
| Award | Yes | Drop-down | Choose the type of award (e.g. BSc, MSc) |
| Awarding Institution | Yes | Drop-down | Choose the awarding body (typically St Mary’s University, Twickenham) |
| * Click *Store Changes* then *Next* to progress to next tab (Accreditation) | | | |

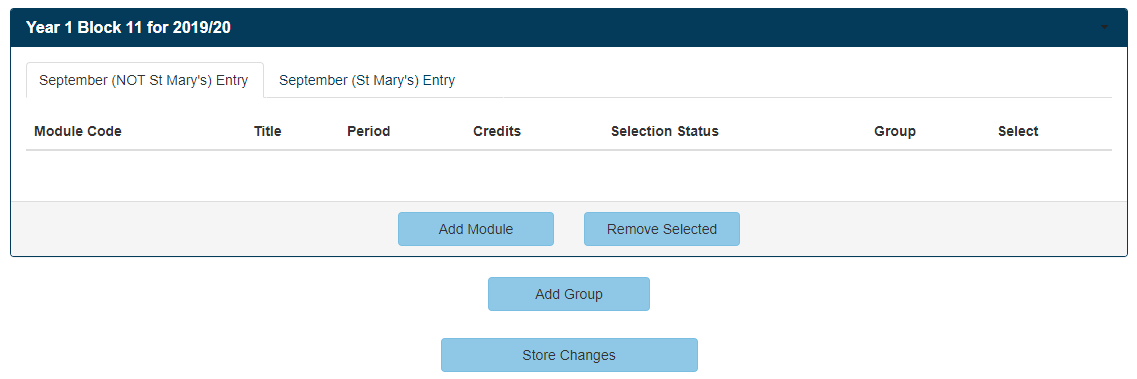


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| Professional Accreditation | | | |
| Information | Required? | Data type | Brief guidance |
| * Click *Next* if no accreditation details to be added and move on to next stage * Click *Add record* to add accreditation details | | | |
| Professional body | Only if accredited | Drop-down | Name of the PSRB |
| Accreditation | No | ***Leave blank*** | |
| URL link to accreditation | Only if accredited | Text | Provide a link to the PSRB’s accreditation webpages |
| Specific requirements | Only if accredited | Text | Describe the requirements for accreditation e.g. required modules, programme resources etc. |
| * Click *Create* then select *In use?* then click *Store Changes* * Add additional accreditations by clicking *Add Record* * Move on to next stage by clicking *Store Changes* then *Next* | | | |

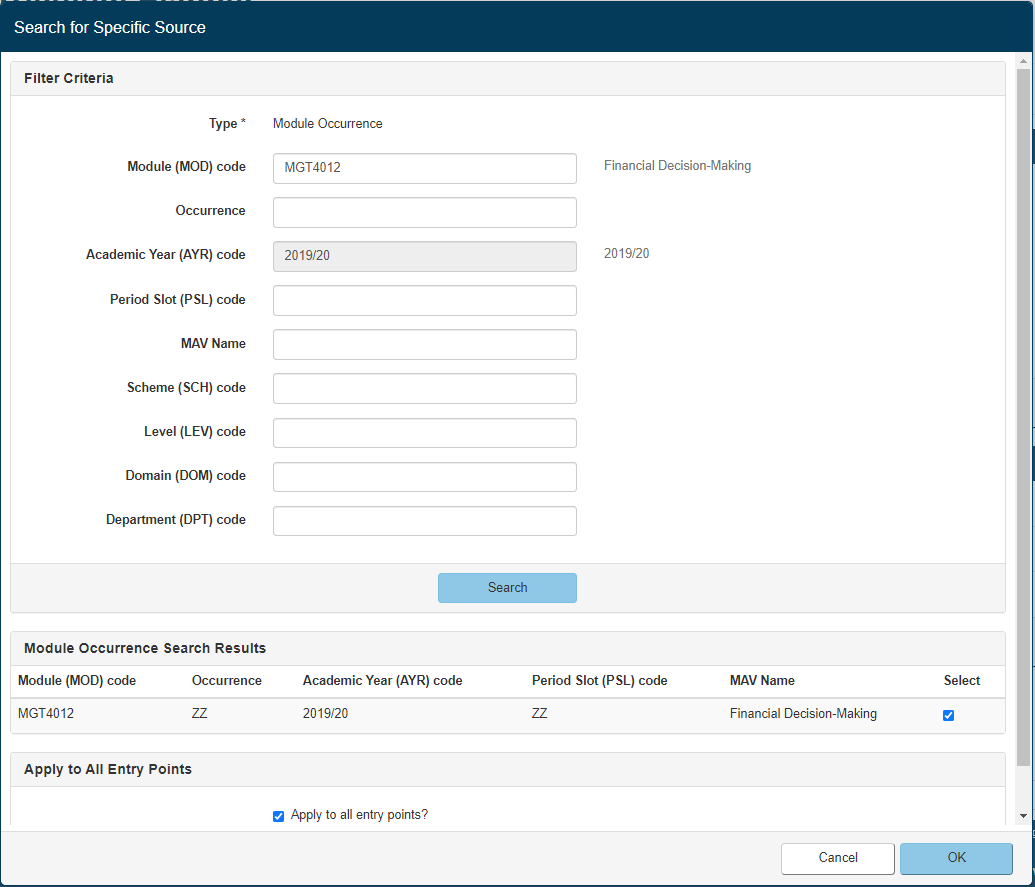


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| --- | --- | --- | --- |
| PROPOSED PROGRAMME STRUCTURE | | | |
| F Proposer | | | |
| Course structure | | | |
| Information | Required? | Data type | Brief guidance |
| Course Length | Yes | Drop-down | Length in years of proposed programme |
| Entry points | Yes | Multiple choice | Add entry all points (e.g. September, January) and location of delivery (e.g. St Mary’s, NOT St Mary’s) |
| Mode of attendance | Yes | Drop-down | Select mode of attendance (typically ‘Full-Time’) |
| Foundation Year? | No | Tick box | Select if a Year 0 / foundation year is available for the proposed programme |
| * Click *Update* to update the programme structure that is created below | | | |

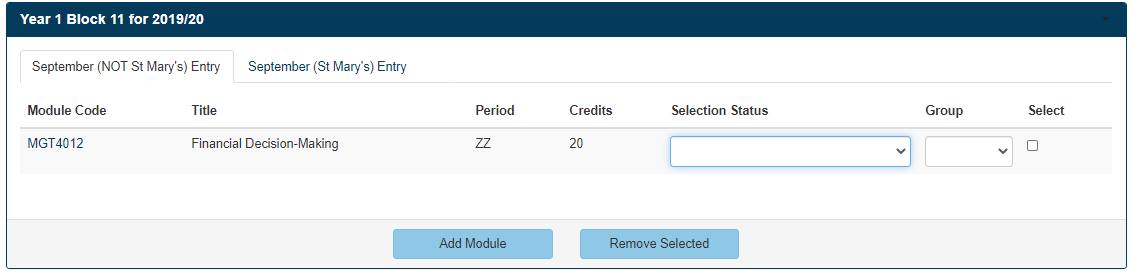




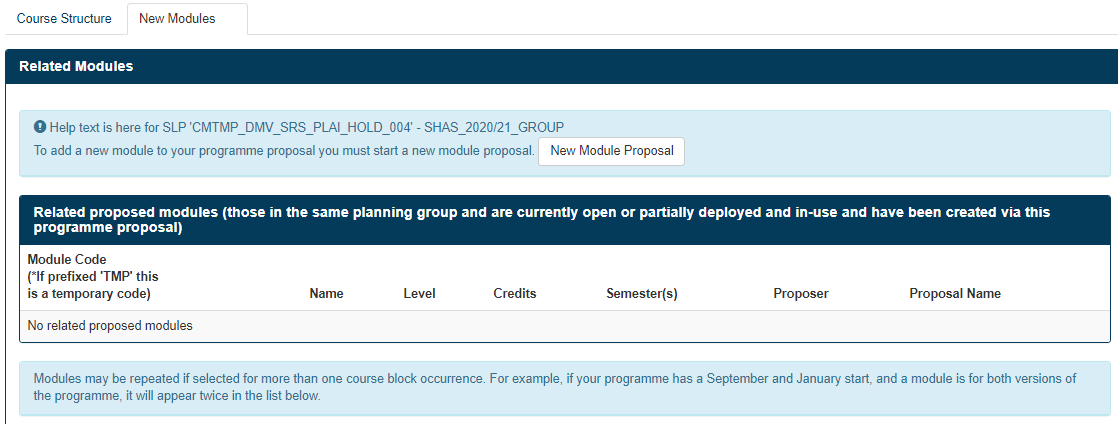
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| --- | --- | --- | --- |
| Add existing modules (i.e. currently approved) into programme structure | | | |
| Information | Required? | Data type | Brief guidance |
| Module code(s) | Yes | MAV search | Search for the MAV for the module you wish to add by the module code |
| Apply to all entry points? | No | Tick-box | Use this option to add the selected module to all entry points on the programme |
| * Select the Year / Occurrence (entry point) that you are adding a module to (if a module is for all entry points it does not matter which you select) * Click *Add Module*, and enter the Module (MOD) Code. Click *Search* and select the module from the results. Click *Apply to all entry points* if this is required. Click *OK* to add to the programme structure. | | | |



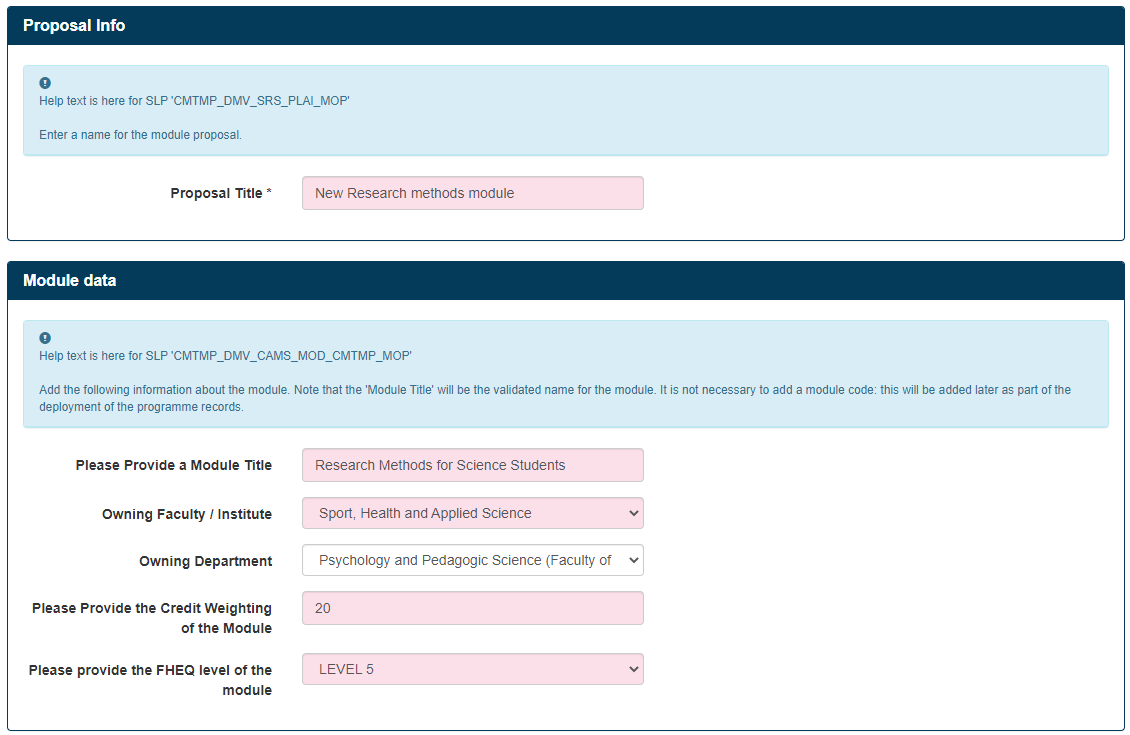
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| * Choose the selection status (either ‘Core’ or ‘Option’) for each occurrence of the module * To remove a module click the Select tick box then *Remove Selected* * Click *Store Changes* then *Next* to move on to next stage |

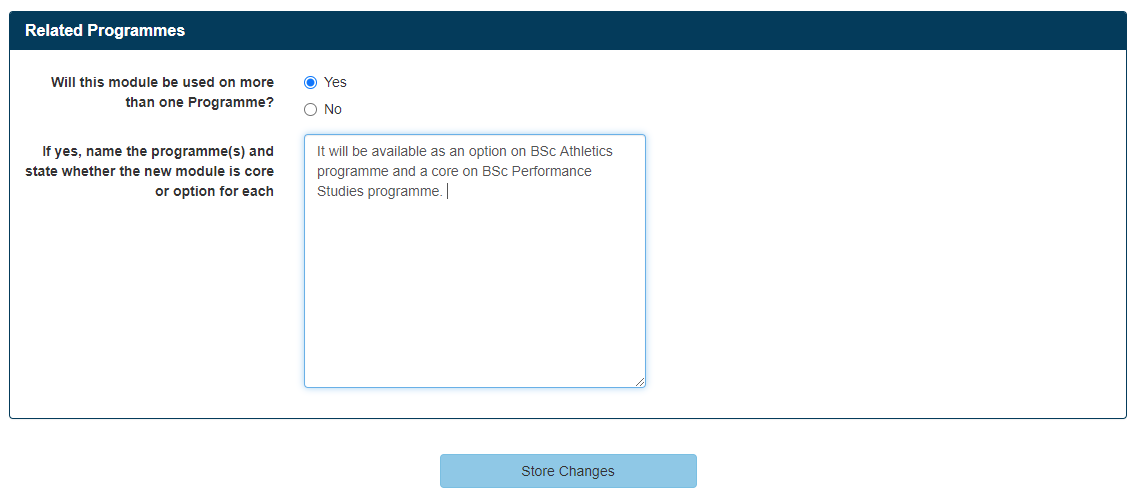


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| --- | --- | --- | --- |
| New Module details | | | |
| Information | Required? | Data type | Brief guidance |
| Module title | Yes | Text | Add the module title (no module code required) |
| Owning Faculty / Institute | Yes | Drop-down | Change if necessary |
| Owning Department | No | Drop-down | Choose if required |
| Credit Weighting | Yes | Numeric | Enter number of credits |
| FHEQ Level | Yes | Drop-down | Enter the FHEQ level of the module |
| Use on more than one programme? | Yes | Yes / No | If the module is intended to be offered on other programmes choose ‘yes’ |
| Name the programmes... | Only if for more than one prog. | Text | Provide the name of the programmes and state whether it will be core or option for each programme |
| * Click ‘New Modules’ then *New Module Proposal.* You now leave the main Programme Approval workflow to set up a new module | | | |

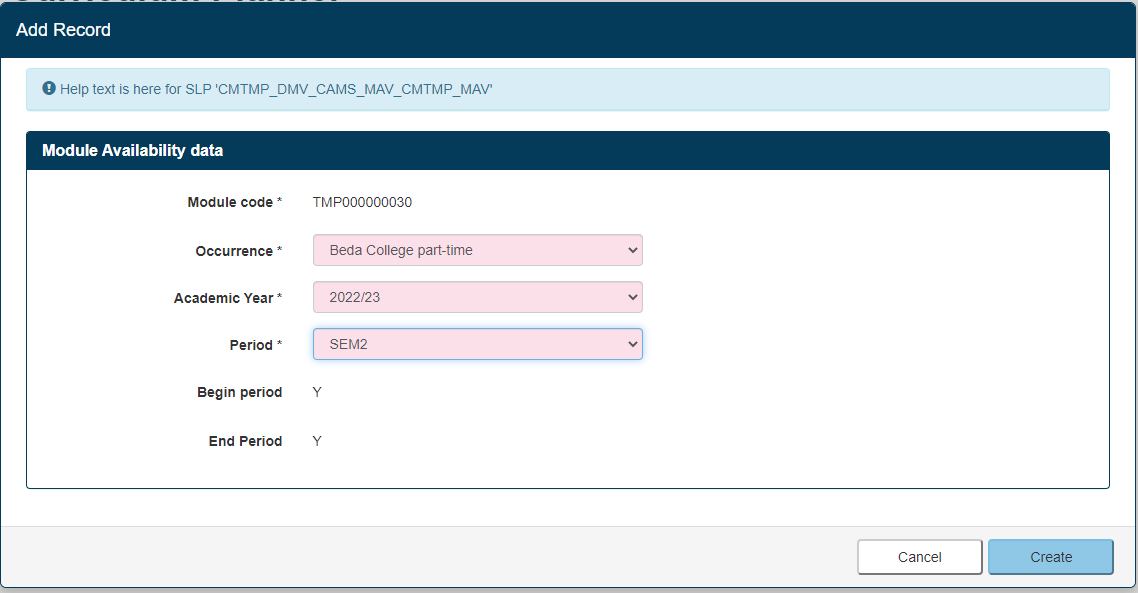


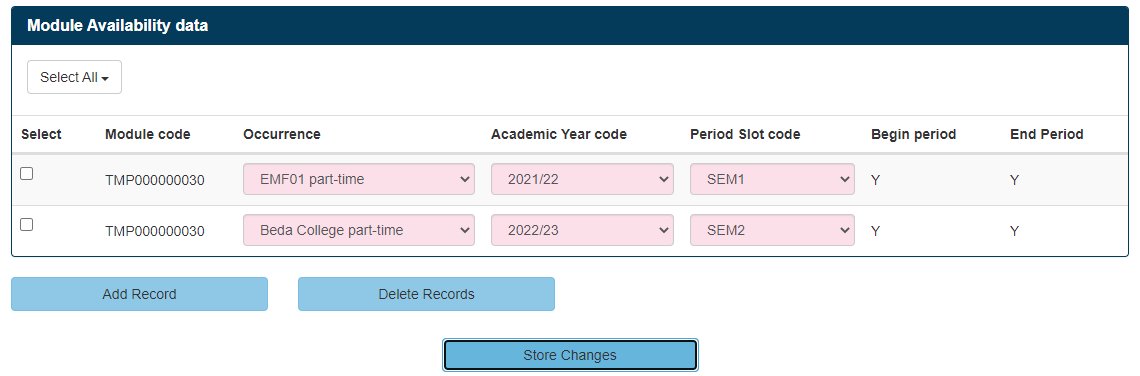
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| --- |
| * Enter required information about the new module, then click *Store Changes* then *Next* to progress to the Module Availability data screen |

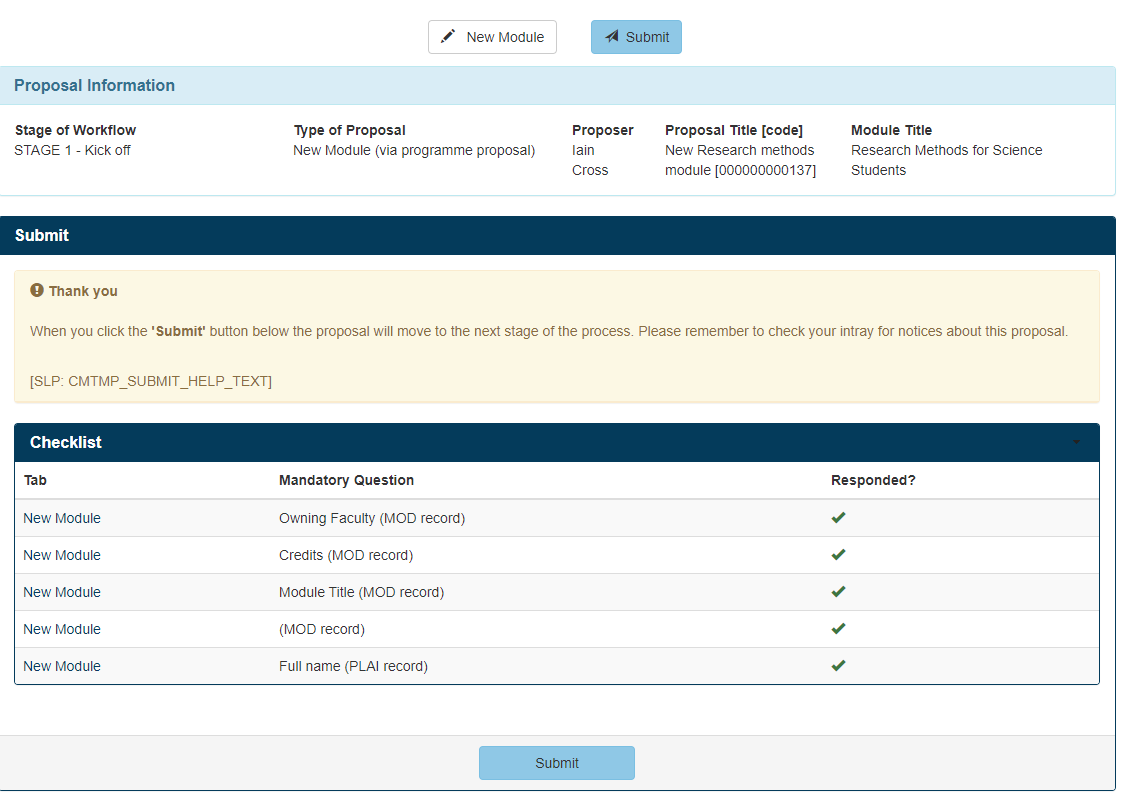




|  |  |  |  |
| --- | --- | --- | --- |
| MAV Details | | | |
| Information | Required? | Data type | Brief guidance |
| Occurrence | Yes | Drop-down | Choose the occurrence option for the module |
| Academic Year | Yes | Drop-down | Choose the first academic year the module will be delivered in |
| Period | Yes | Drop-down | Choose the semester of delivery |
| * Enter required information about the module availability, then click *Create*. * Repeat the process as required if additional MAV records need to be set up (e.g. if the module will be delivered at multiple collaborative partners). * Click *Next* to progress to the *Submit* stage | | | |

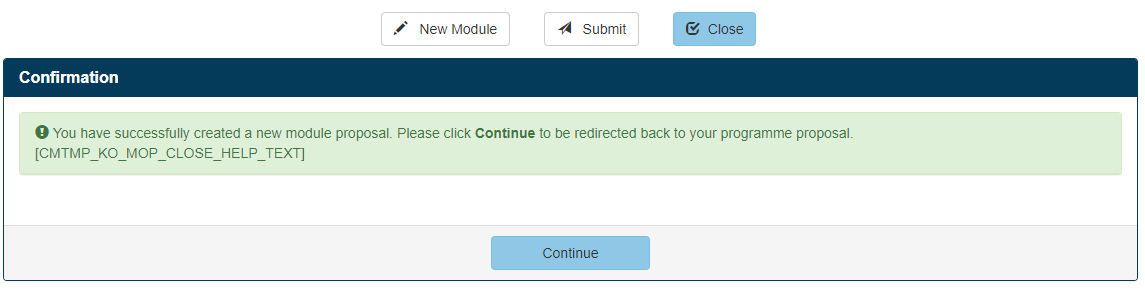




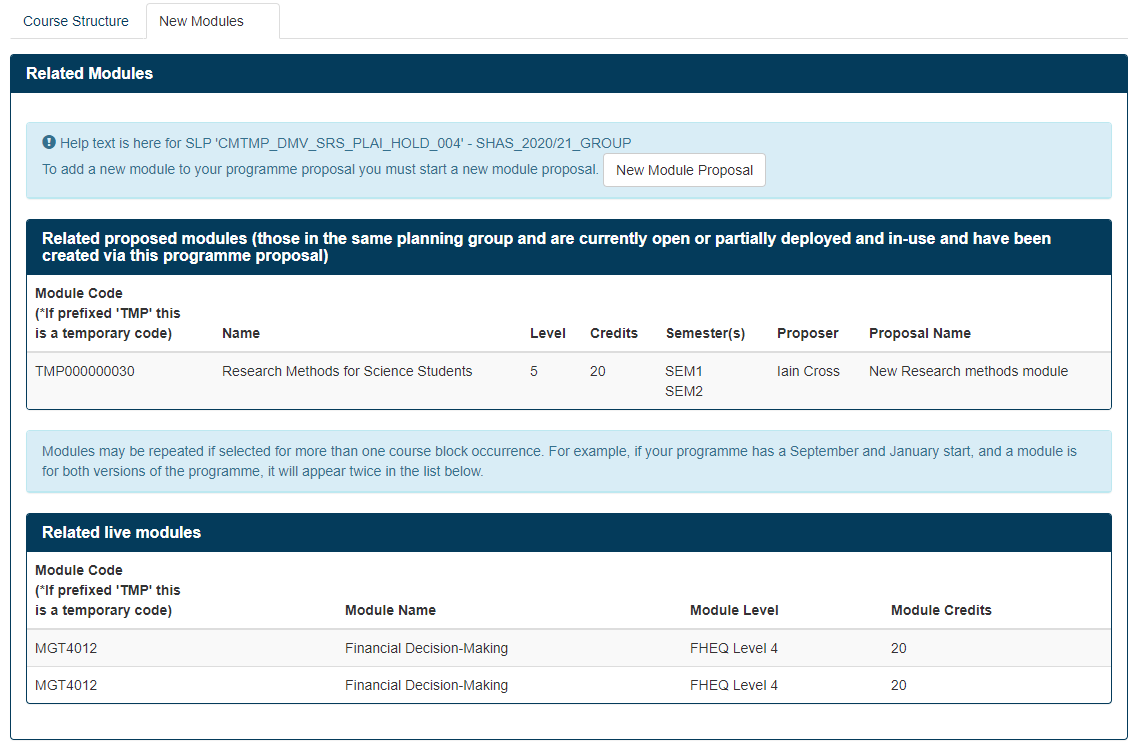


|  |
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| * Click *Submit* |

|  |
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| **TIP: You need to click the Submit button at the bottom of the screen** |



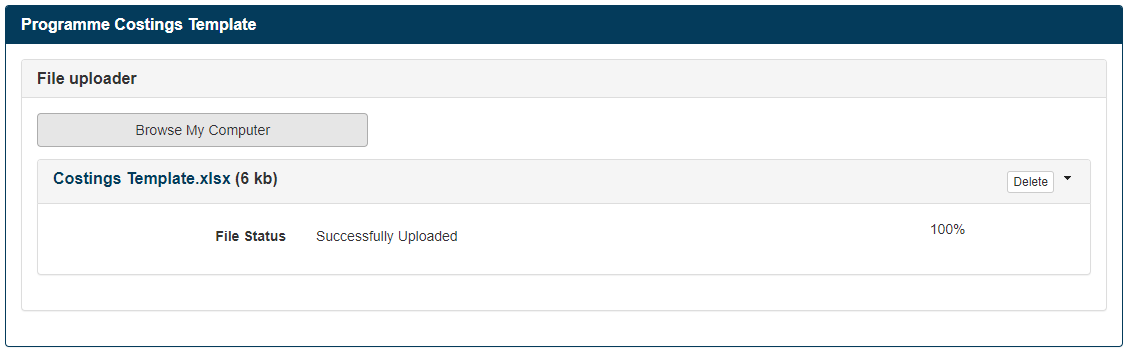
|  |
| --- |
| * Click *Continue* to return to your Programme Proposal * The new module is now available under ‘Related proposed modules’ in the ‘New Modules’ tab |



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| * Repeat the ‘New Module Proposal’ process as many times as required. * Click *Next* to progress to the Programme Resourcing stage |

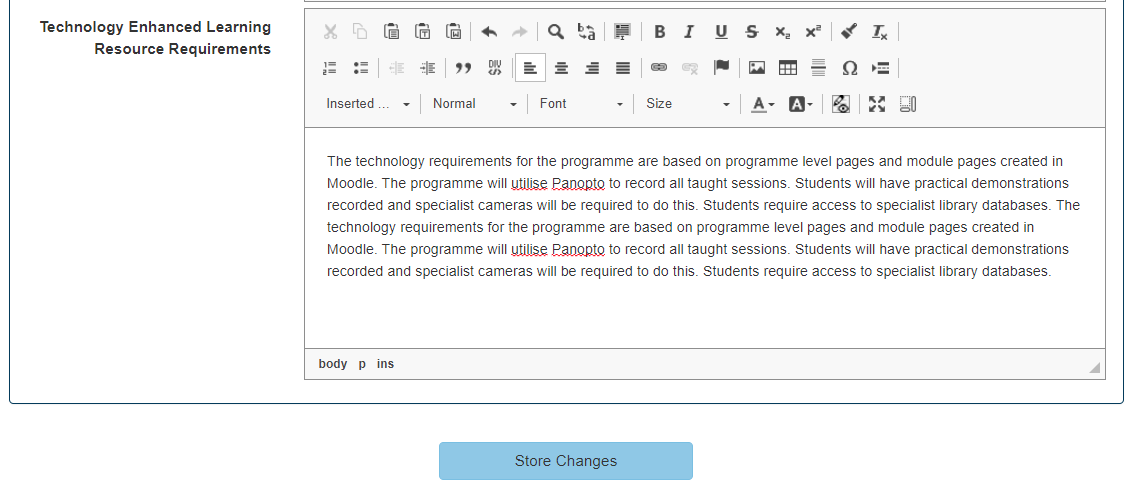
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| PROGRAMME RESOURCING | | | |
| F Proposer | | | |
| Information | Required? | Data type | Brief guidance |
| **Upload Finance Template** | Yes | File upload | Upload the completed and agreed finance template |
| **Commentary on programme costing** | Yes | Text | Brief explanation of the finance template and any explanatory details e.g. projected growth, additional costs etc. |
| **Staff resourcing requirements** | Yes | Text | An explanation of how the programme will be staffed (academic, support and technical roles) |
| **Library resources requirements** | Yes | Text | A brief overview of the requirement for library resources (e.g. online resources, journals, books). To be completed in consultation with Library Services. |
| **Estates & Timetabling** | Yes | Text | Brief discussion of teaching spaces (including specialist spaces) required. To be completed in consultation with Estates and Timetabling teams |
| **IT requirements** | Yes | Text | Brief discussion of IT resources (including specialist equipment and / or software) required. To be completed in consultation with IT team |
| **Additional requirements** | No | Text | Any further requirements to enable programme to be delivered not captured elsewhere |
| **Technology Enhanced Learning Resource requirements** | Yes | Text | Brief discussion of TEL resources (including specialist equipment and / or software) required. To be completed in consultation with TEL team |
| * Click *Browse My Computer* to open a file picker window * Choose the Programme Costing template you have completed, then click *OK* to upload it | | | |





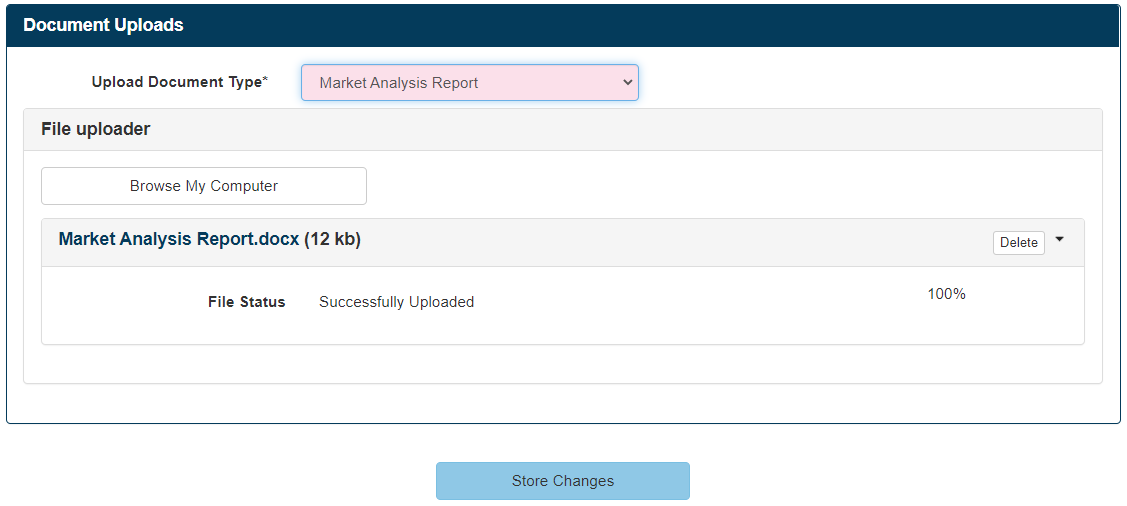
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| **TIP:** Click the file name to download and view the file, or if you need to upload a different file click *Delete* and re upload |

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| * Complete each of the Details boxes below * Use the formatting features (e.g. bullets, headings etc.) where required |



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| * Click *Store Changes* when you have completed each of the boxes. * Click *Next* to progress to the *Market Analysis* stage |

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| MARKET ANALYSIS | | | |
| F Proposer | | | |
| Information | Required? | Data type | Brief guidance |
| Alignment with Faculty strategic plans | Yes | Text | Explain how the programme aligns to the Faculty / Institute strategic plans |
| Alignment to St Mary’s Vision 2025 | Yes | Text | Explain how the programme aligns to Vision 2025 |
| Discussion of HEIDI+ data | Yes | Text | Provide an overview of the key features of the HEIDI+ plus data. This should be done in consultation with the Marketing Consultant |
| Upload Market Analysis Report | Yes | File upload | Upload the Market Analysis Report |
| Upload UCAS Trends Report | UG programmes only | File upload | Upload the UCAS Trends report |
| * Complete the text boxes using formatting as required * Select the *Upload Document Type* using the drop down menu, then click *Browse My Computer* to find the file and upload | | | |

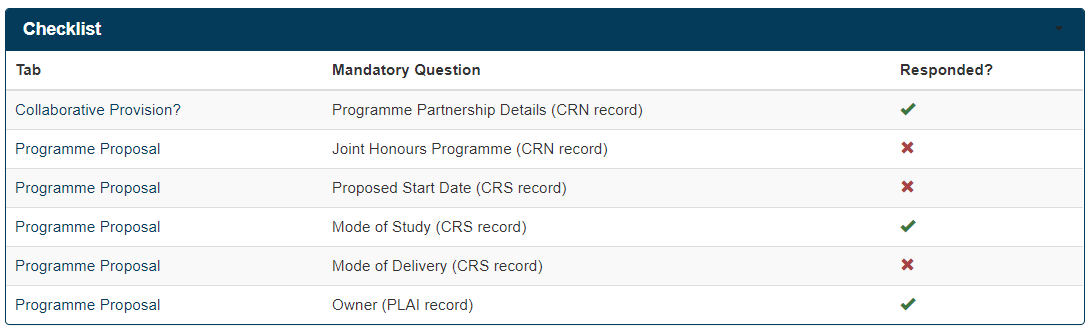


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| * Click *Store Changes* when you have completed each of the boxes. * Click *Next* to progress to the *Student & Employer Consultation* stage |

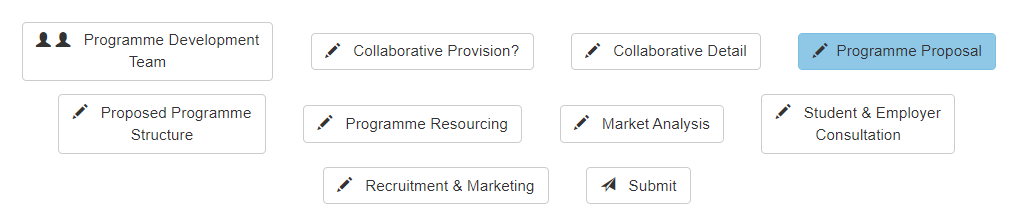
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| STUDENT & EMPLOYER CONSULTATION | | | |
| F Proposer | | | |
| Information | Required? | Data type | Brief guidance |
| Upload Student Feedback | Yes | File upload | A summary of discussions with students about the proposal should be uploaded, including the impact of student feedback on the programme design |
| Upload Employer Feedback | Yes | File upload | Evidence of feedback from employers about the programme proposal |
| Feedback from Employability Consultation | Yes | Text | A summary of discussion with the Careers Service about the programme design and approaches to maximise graduate employability |
| * Complete the text boxes using formatting as required * Select the *Upload Document Type* using the drop down menu, then click *Browse My Computer* to find the file and upload * Click *Store Changes* then *Next* to progress to the *Recruitment & Marketing Stage* | | | |

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| RECRUITMENT AND MARKETING | | | |
| F Proposer | | | |
| Information | Required? | Data type | Brief guidance |
| Proposed marketing strategy | Yes | Text | An outline of the intended marketing strategy for the programme |
| Target market | Yes | Text | An explanation of the target market for the programme |
| Proposed student intake (single & joint honours) | Yes | Text | An estimate of the recruitment target for the programme (or for both single and joint honours where appropriate). This should reflect the targets used in the financial modelling |
| Contribution to international recruitment | Yes | Text | A summary of how the programme contributes to international student recruitment |
| Proposed entry requirements (home and international) | Yes | Text | The proposed entry requirements for home and international students. Add detail as required for e.g. Foundation Year, joint honours. |
| * Complete the text boxes using formatting as required * Click *Store Changes* then *Next* to progress to the submission stage | | | |

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| PROPOSAL SUBMISSION |
| F Proposer |
| * No information or data is added at this stage * Review the checklist to ensure that all compulsory sections have been responded to:   **ü**: Stage is completed and all information is present  û: Details are missing; proposal cannot be submitted until complete   * Click the *Tab* column of the appropriate row to navigate to the page with missing data; click *Store Changes* after adding information into any stage |

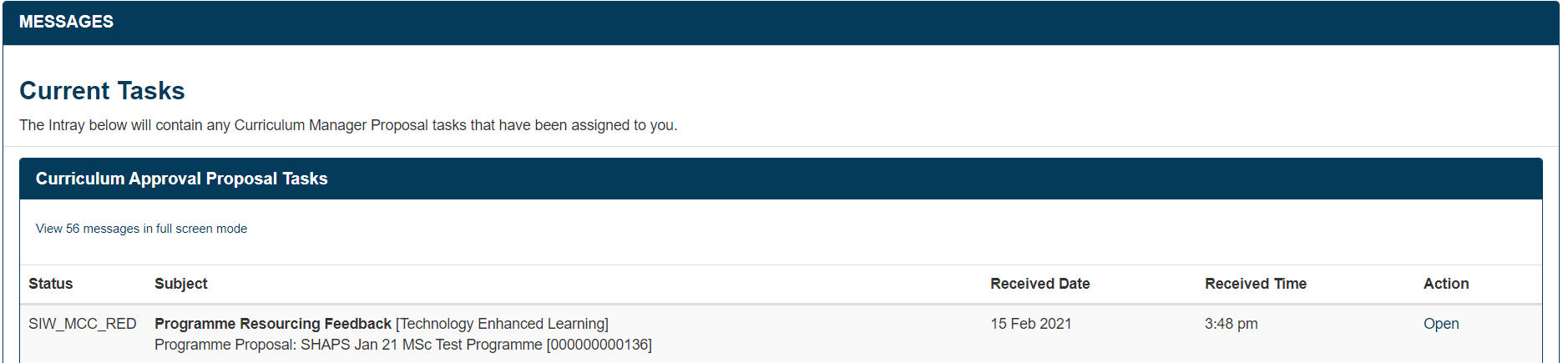


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| **TIP**: Use the tabs at the top of the screen to navigate through the proposal to complete missing information or view / edit current proposal details  Return to the *Submit* tab to review checklist and advance to the next stage |

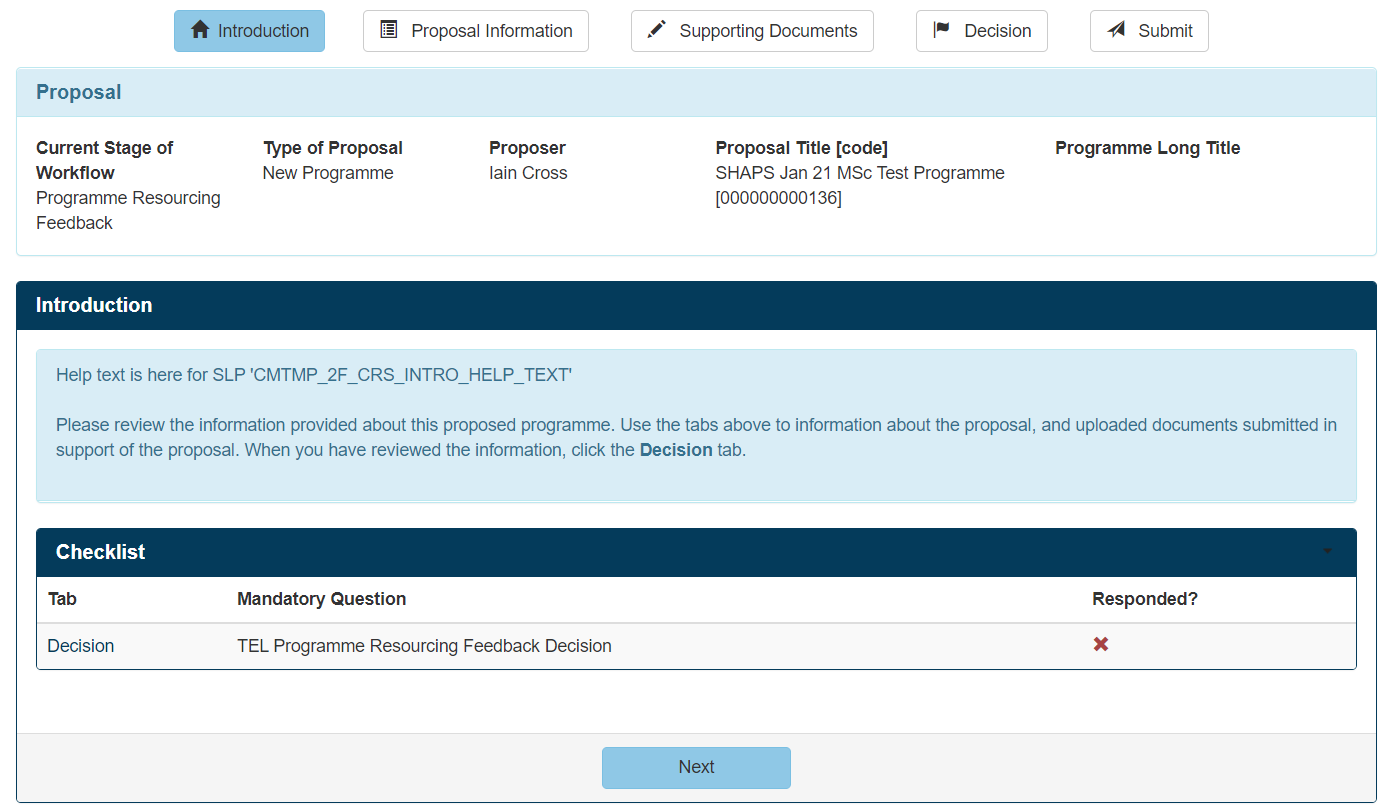


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| * Click *Submit* when you are happy your proposal is complete. Approvers will receive a notification that they need to view the proposal and contribute feedback. You and members of the Programme Development Team will receive a notification when feedback has been given. (**NOTE:** these notifications are in the Curriculum Management tool only; there are no emails sent at this stage – you may need to follow up with a reminder to encourage feedback to be given). * Click *Close* at the bottom of the screen when you receive the confirmation of submission |

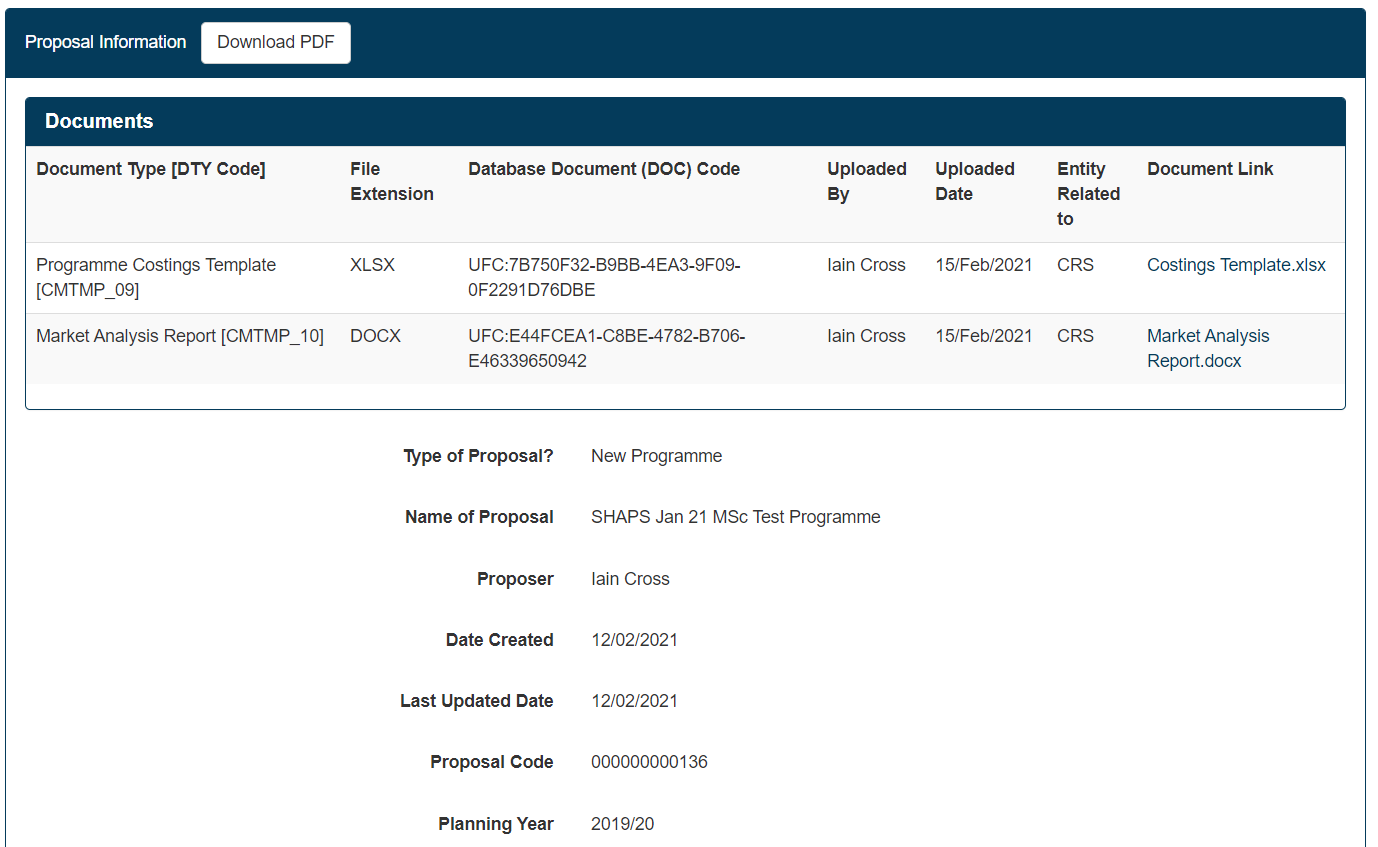
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| PROGRAMME RESOURCING FEEDBACK |
| F Professional Services |
| * Click *Open* against the message in your Curriculum Approval Proposal Tasks window in e:Vision Curriculum Management |



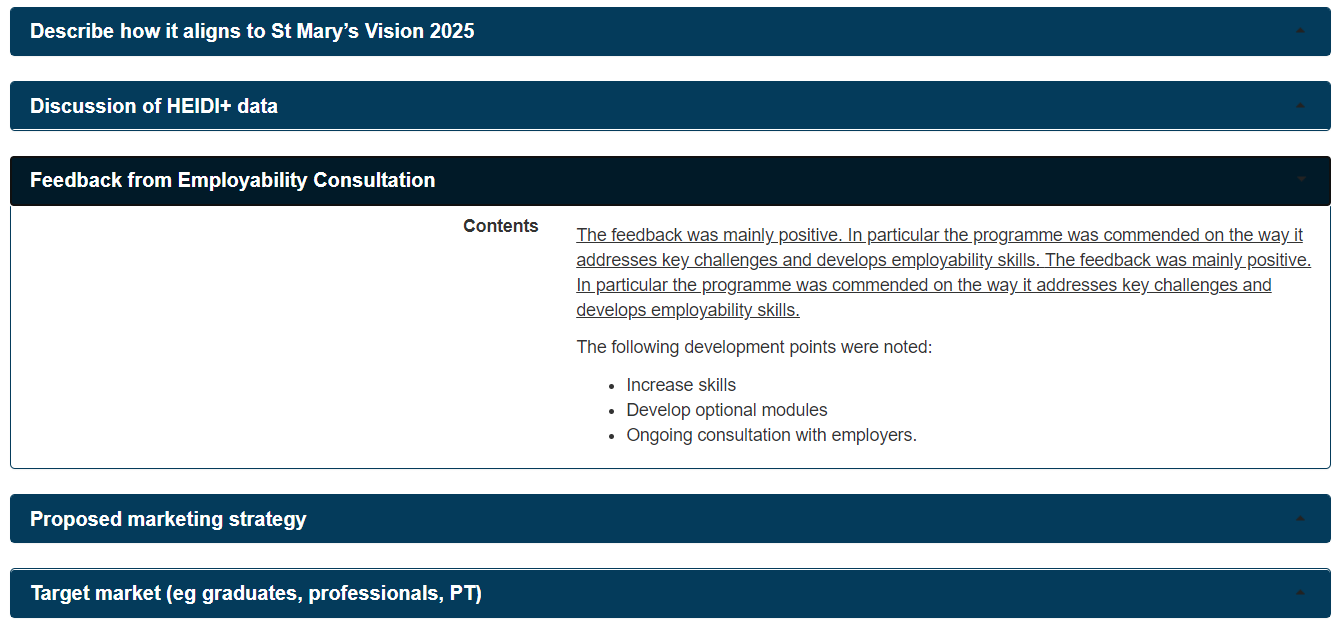
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| * Click the tab at the top of the screen to go direct to a specific section of the Programme Resourcing Feedback stage, or click *Next* to advance through the tabs. * Review the contents of the proposal |



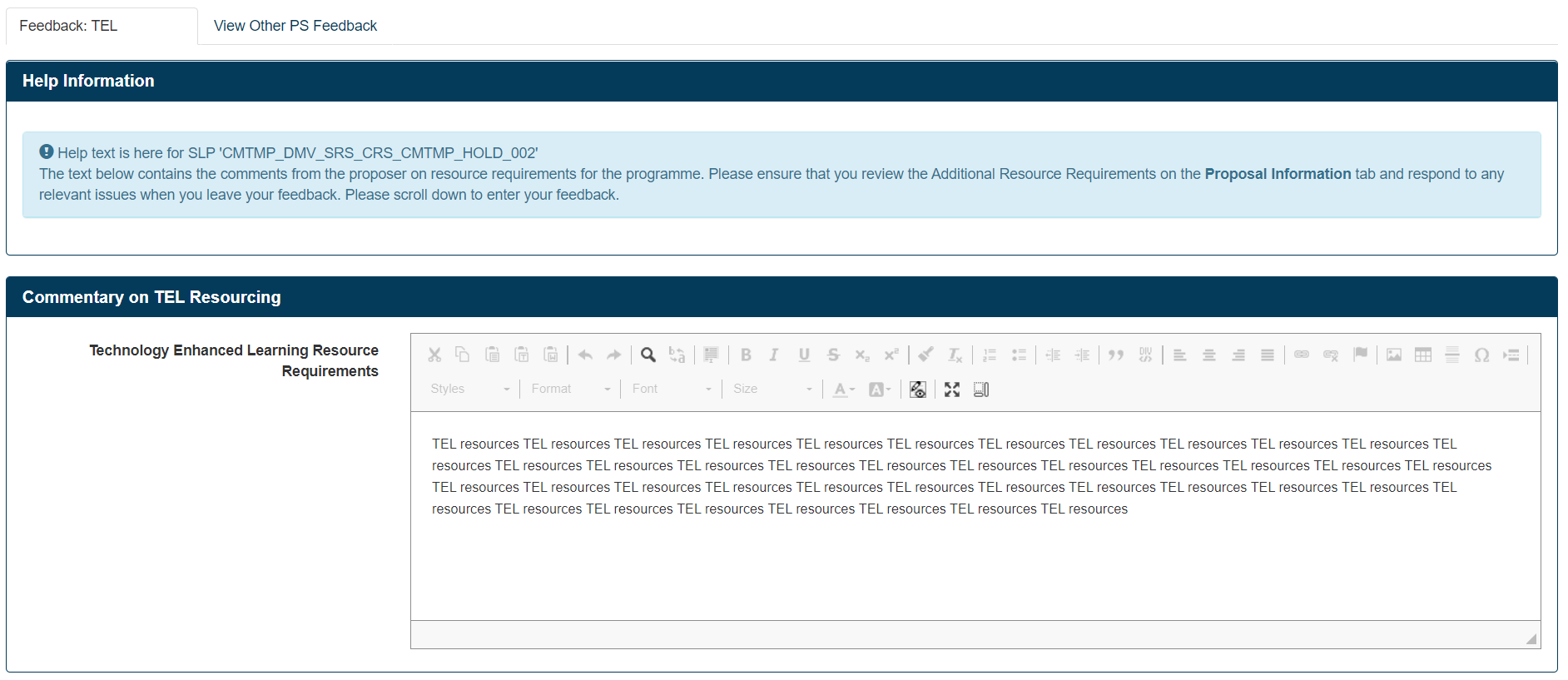
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| Proposal information |
| * Click *Download PDF* to create a local copy of the programme proposal * Click the document link to view and / or save copies of the documents uploaded by the proposal team |



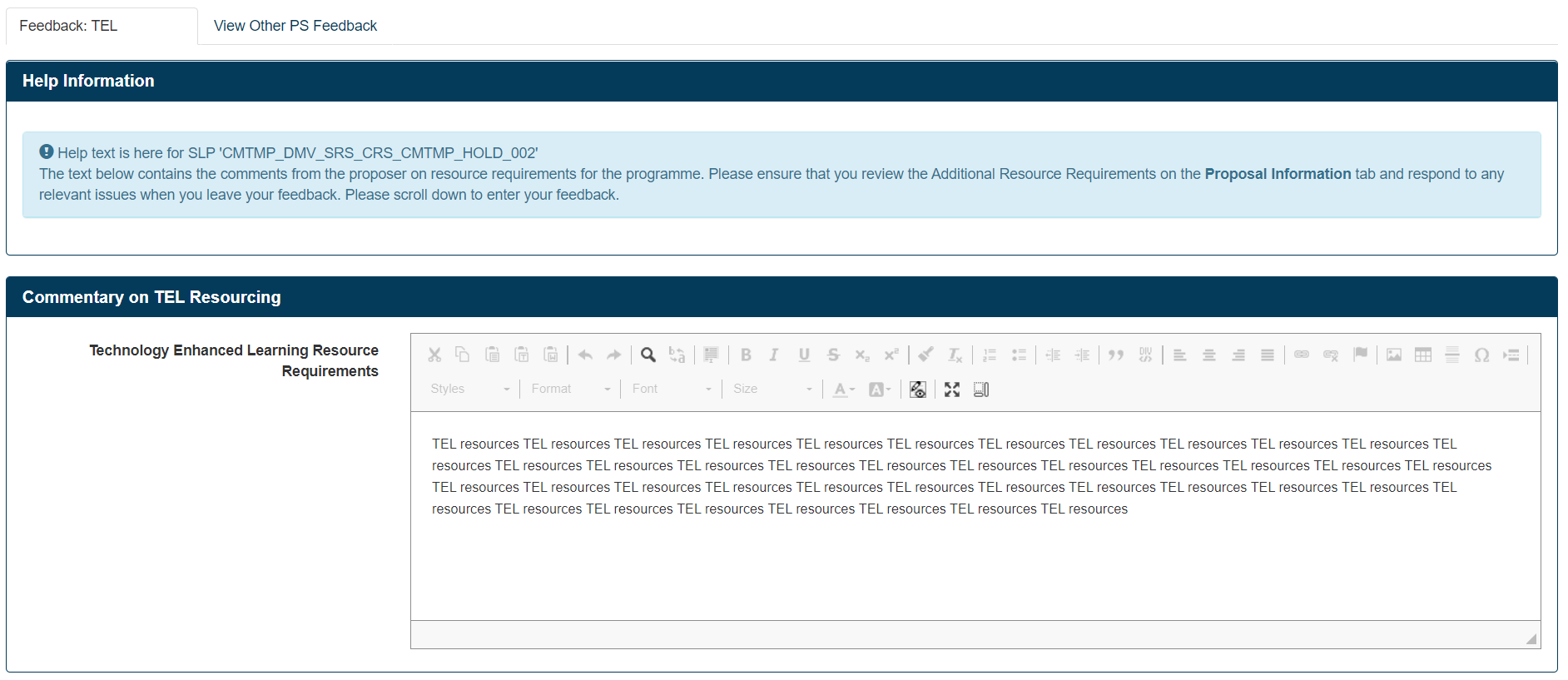
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| * Scroll down and click on the blue header to expand the information in each of the proposal sections * Click *Next* or click the tab at the top of the page to move to the *Supporting Documents* section |



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| Supporting Documents |
| * View the information from the proposal team onto the ‘Feedback: [Service]’ (e.g. *Feedback: TEL*) tab |

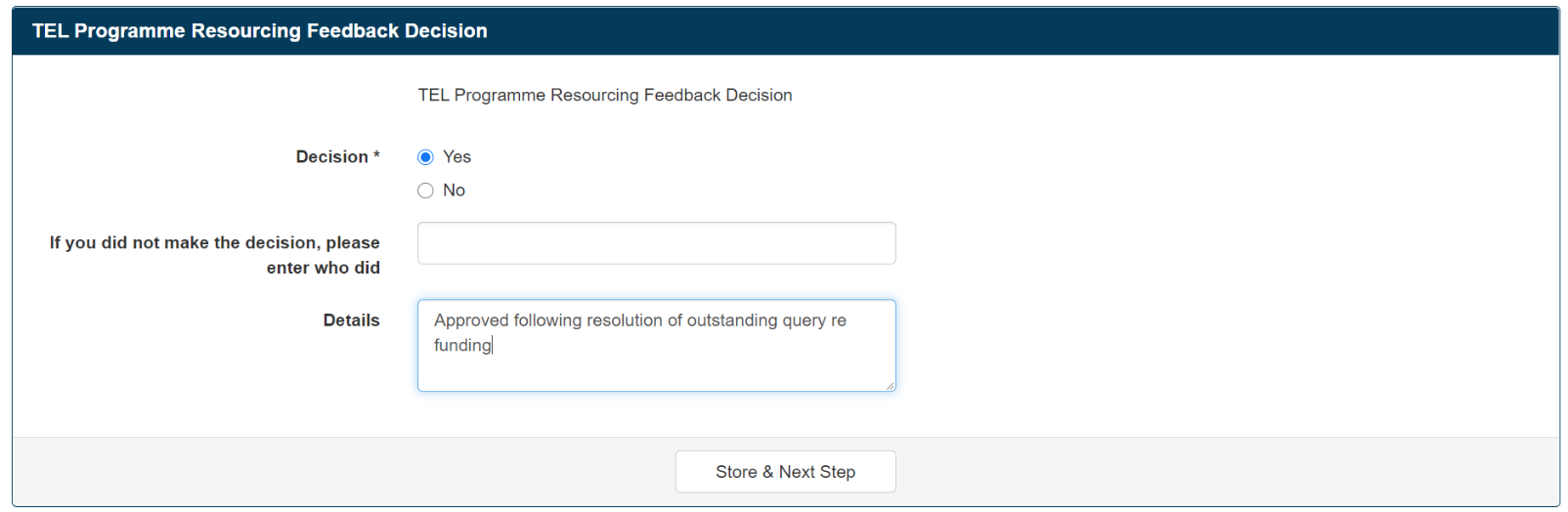


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| * Click *View Other PS Feedback* tab to view the responses left by other professional services teams. Feedback will only appear here if they have already submitted their response. |

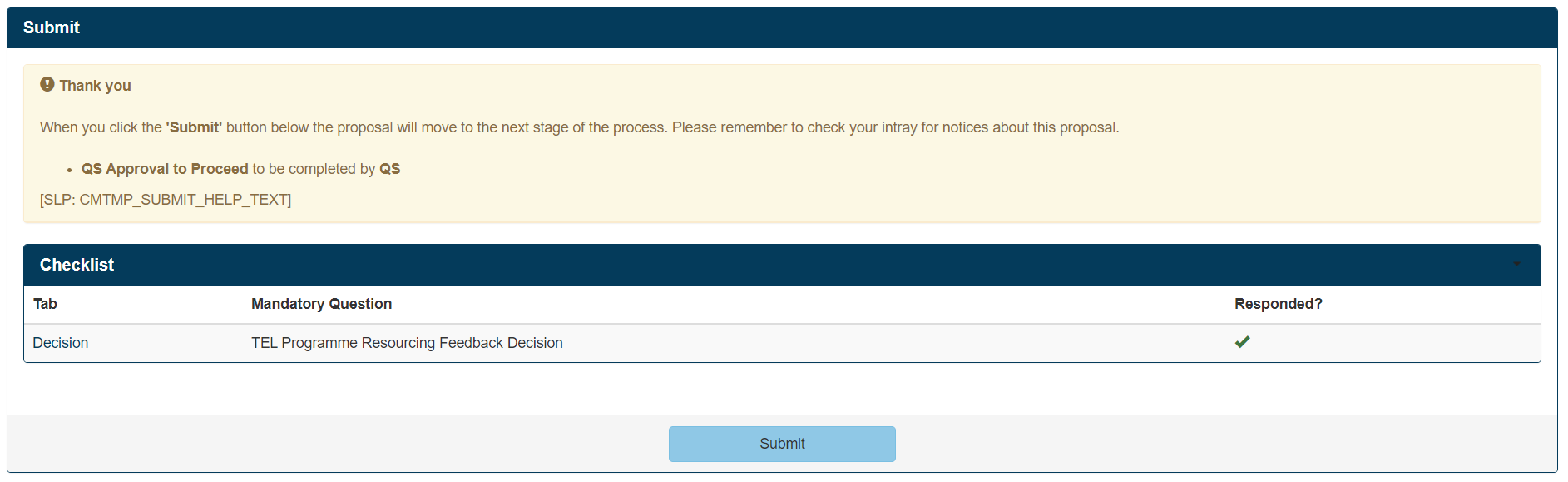


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| * Return to the *Feedback…* tab and leave your comments about the proposal. At this stage, these are likely to be a summary of off-line discussions with the programme development team following the Initial Proposal Workshop. * Click *Store Changes* then *Decision* in the tabs at the top of the screen |

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| Decision |
| * Enter a final decision as to whether your service / department supports the proposal * It is possible that the approval has been redirected by the QS team e.g. from a Head of Service to a deputy if they are unable to provide feedback. If this is the case, please enter your name in the *If you did not make the decision…* box. * Add any further details about your decision. A very brief summary of the feedback is useful here (especially if you are not approving) to track the proposal’s progress and resolve outstanding queries * Click *Store & Next Step* to progress to the *Submit* stage |



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| Submit |
| * Provided a decision has been entered, click *Submit.* * Click on the *Decision* tab if you have not chosen Yes / No to approve, then *Store & Next Step*. |

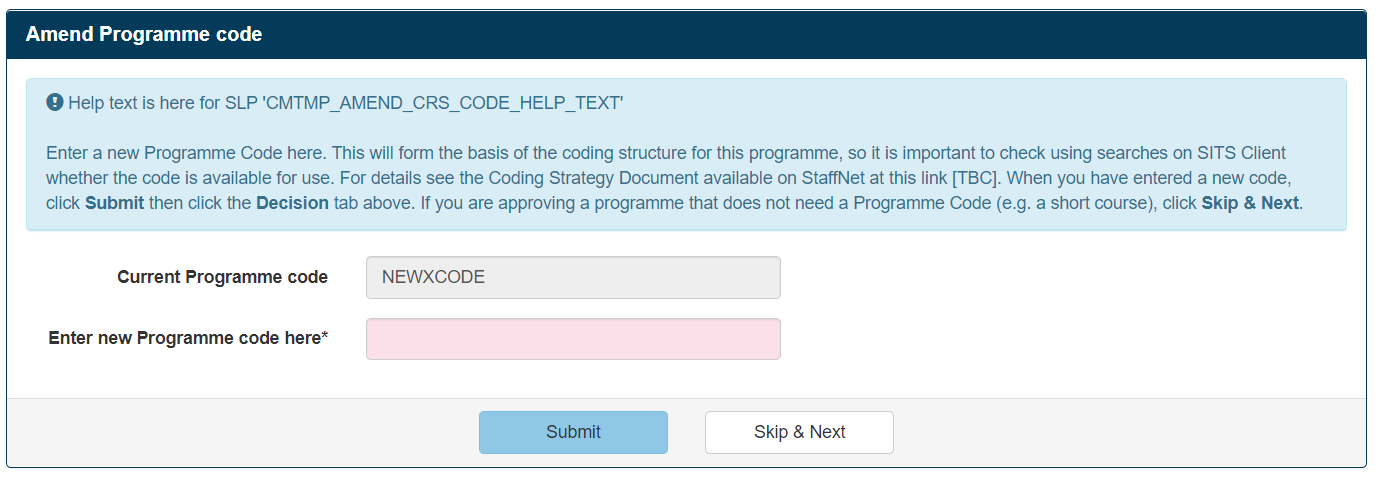


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| * Click *Close* to complete your feedback * The Proposal response is sent to the QS Team * The Programme Development team will receive a notification that you have responded |

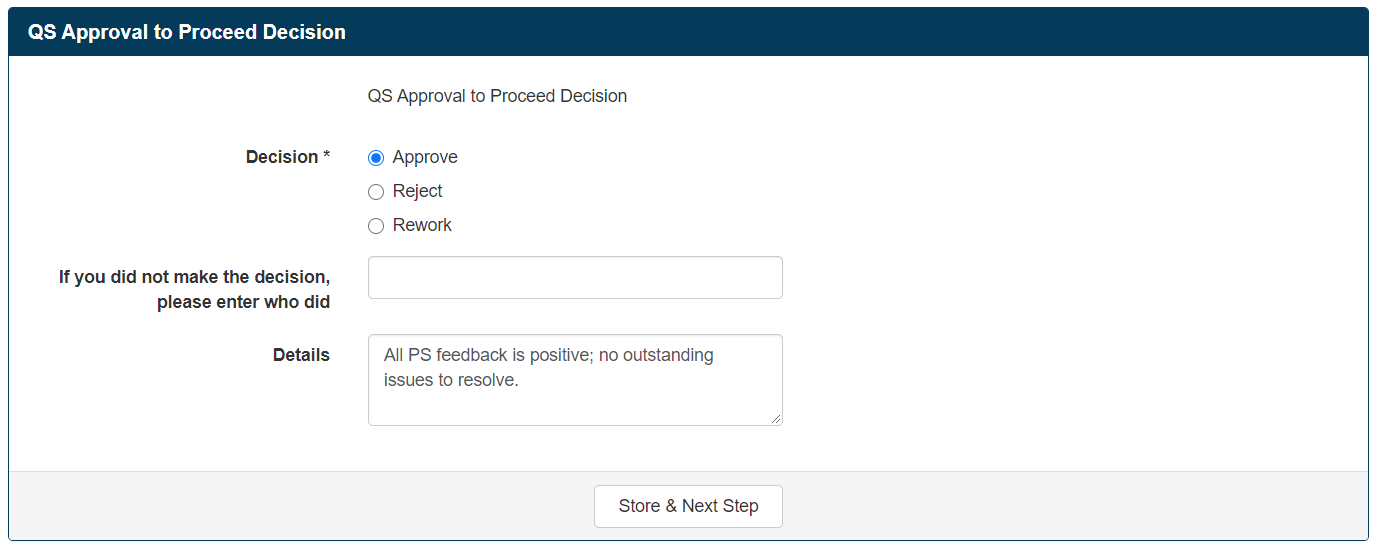
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| QS APPROVAL TO PROCEED |
| F Quality and Standards Manager |
| * View the information from the proposal team and Professional Services on the *Proposal Information* tab. The purpose of the stage is to check that it is appropriate for progression to the Faculty Executive, and that the professional services are supportive of the proposal being taken forward for development. * View a summary of decisions on the *Approvals & Feedback Logs* tab |

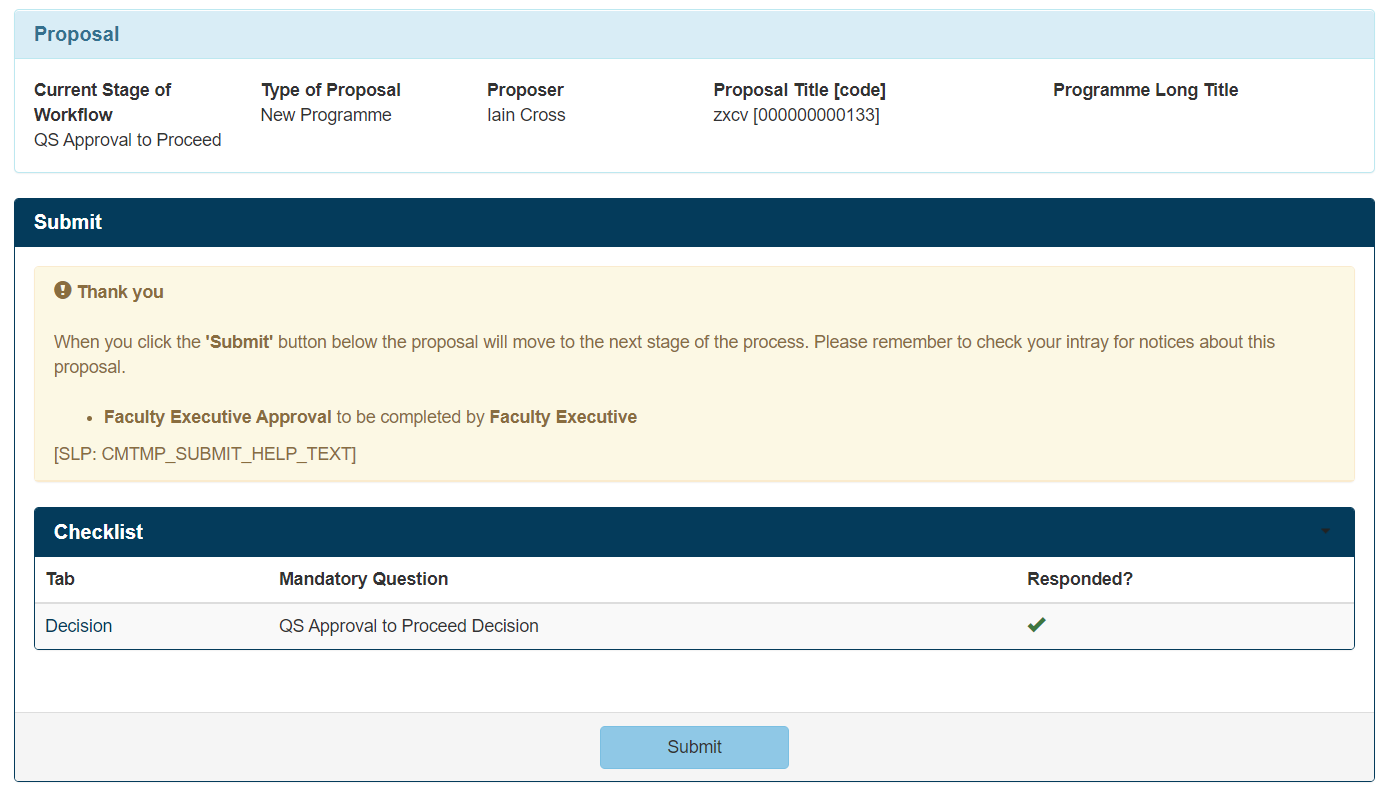


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| Set the Course Code |
| * Enter a Programme code, then click *Submit*. Use the Academic Model to define the programme code. |



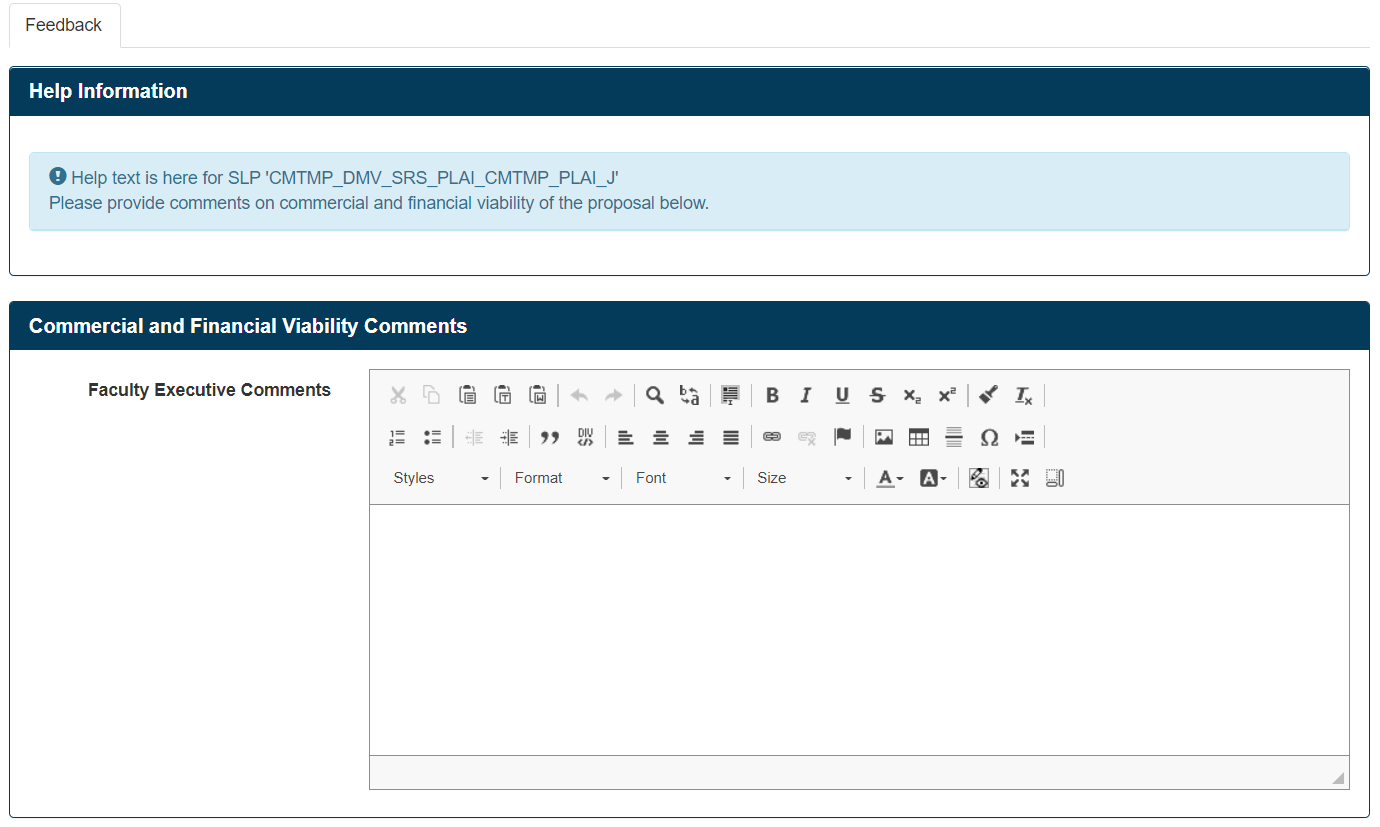
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| Decision |
| * Review the *Proposal Information* and *Approval & Feedback Logs.* Choose whether to:   **Approve**: proposal progresses to the next stage  **Reject:** proposal workflow is stopped (*Use with caution!*)  **Rework:** the proposal is reopened for modification based on the feedback given by Professional Services.   * Provide a brief explanation of the decision in the Details box to assist with the record of the approval process. * Click *Store & Next Step* |



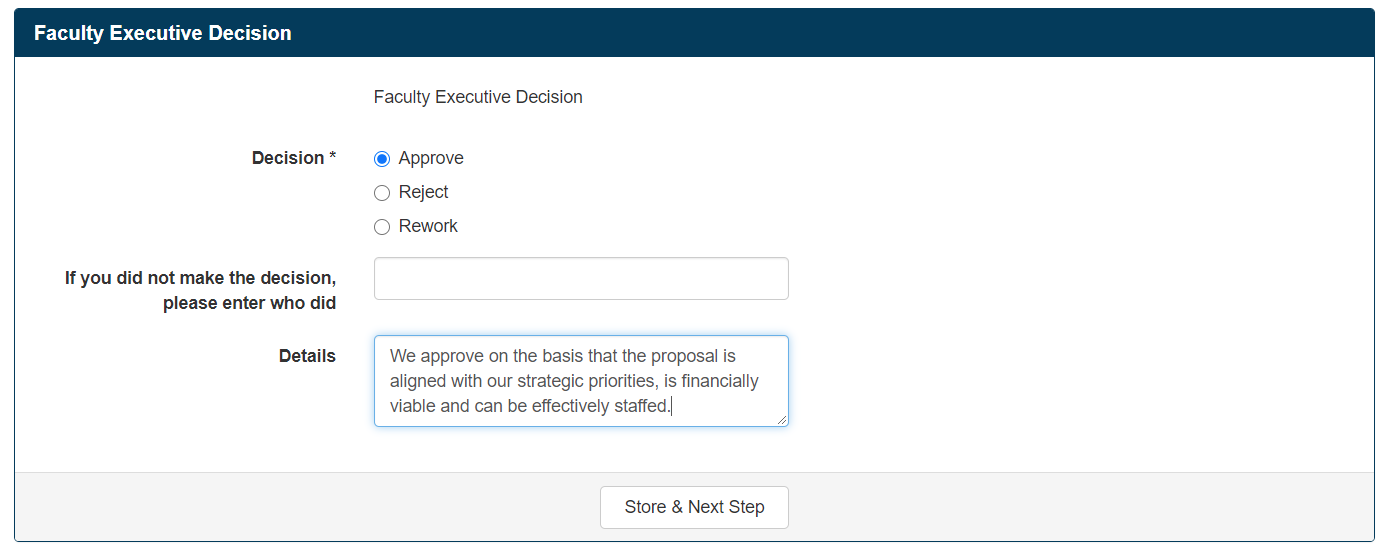


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| Submit |
| * Provided a decision has been entered, click *Submit.* * Click on the *Decision* tab if you have not chosen from the approval choices, then *Store & Next Step* to progress the proposal to the *Faculty Executive Approval* stage. * A notification is sent to the Programme Development team |

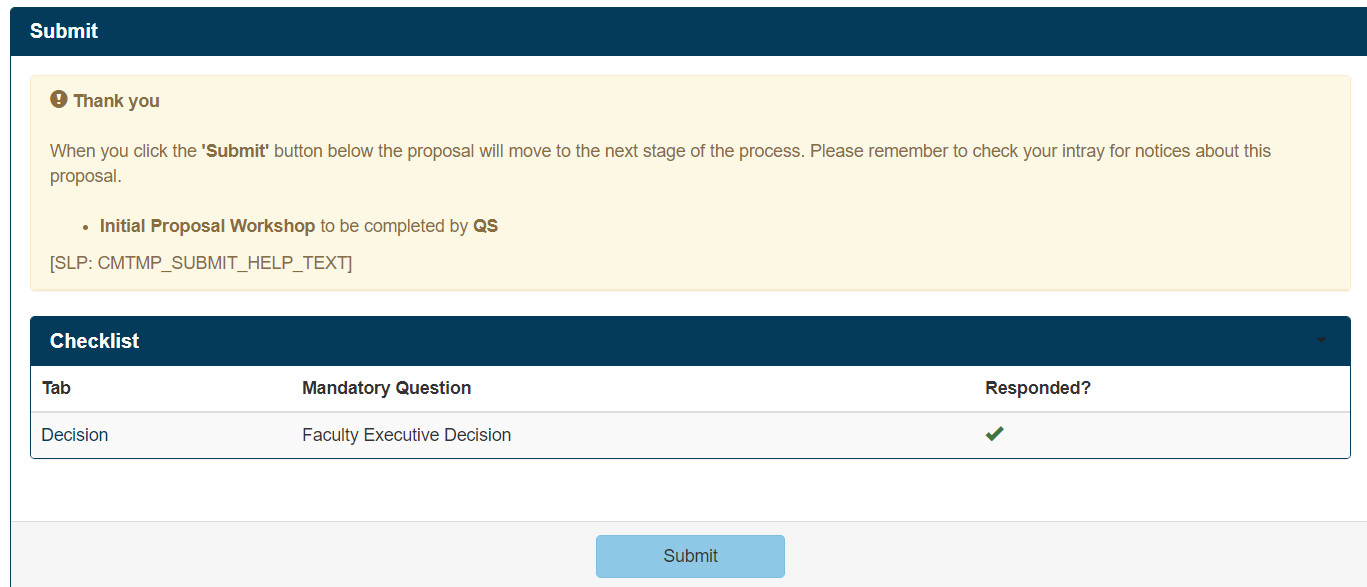
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| FACULTY EXECUTIVE APPROVAL |
| F Faculty Executive |
| * View the information from the proposal team *Proposal Information* tab. The feedback from Professional Services colleagues has been previously reviewed and acted on by the Programme Development team in conjunction with the Quality and Standards Manager * Enter your feedback on the *Feedback* tab then click *Store Changes* then *Next.* |



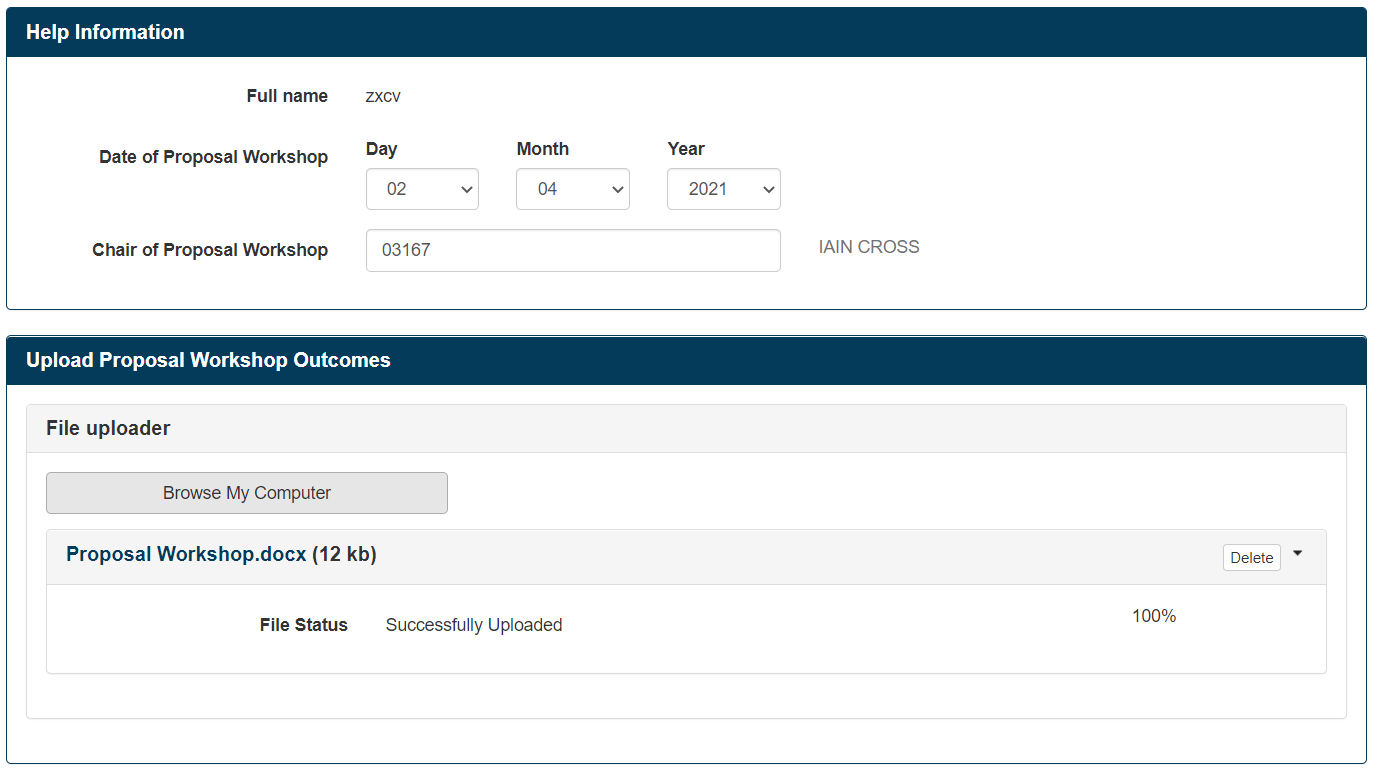
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| Decision |
| * On the *Decision* tab, choose whether to:   **Approve**: proposal progresses to the next stage  **Reject:** proposal workflow is stopped and the proposal/programme develop stops (*Use with caution!*)  **Rework:** the proposal is reopened for modification and progresses through the previous stages again   * Provide a brief explanation of the decision in the Details box to assist with the record of the approval process. * Click *Store & Next Step* |



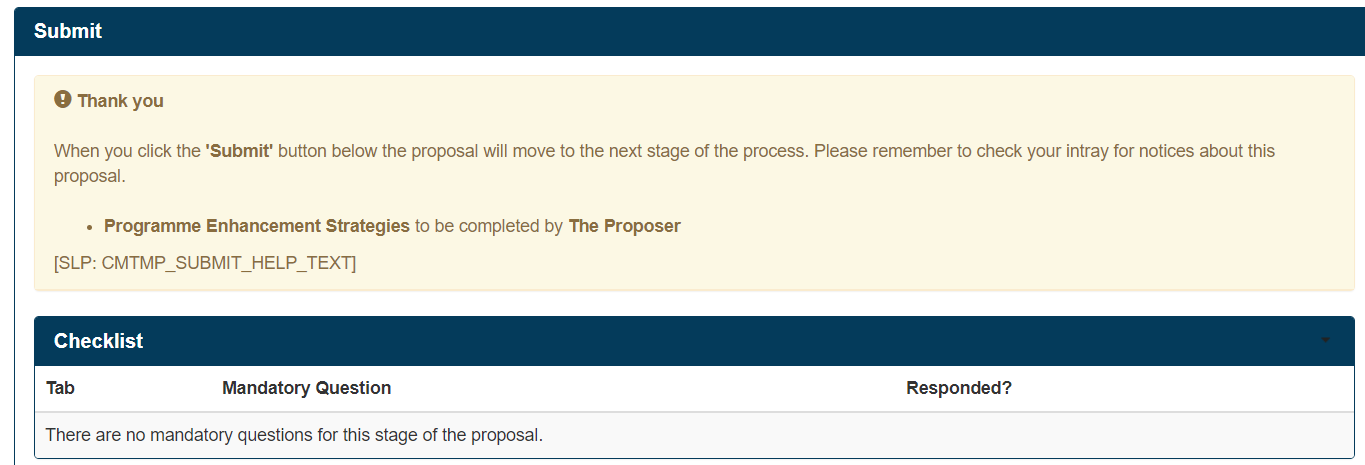
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| Submit |
| * Provided a decision has been entered, click *Submit.* * Click on the *Decision* tab if you have not chosen from the approval choices, then *Store & Next Step* to progress the proposal to the *Initial Proposal Workshop* stage. * A notification is sent to the Programme Development team |



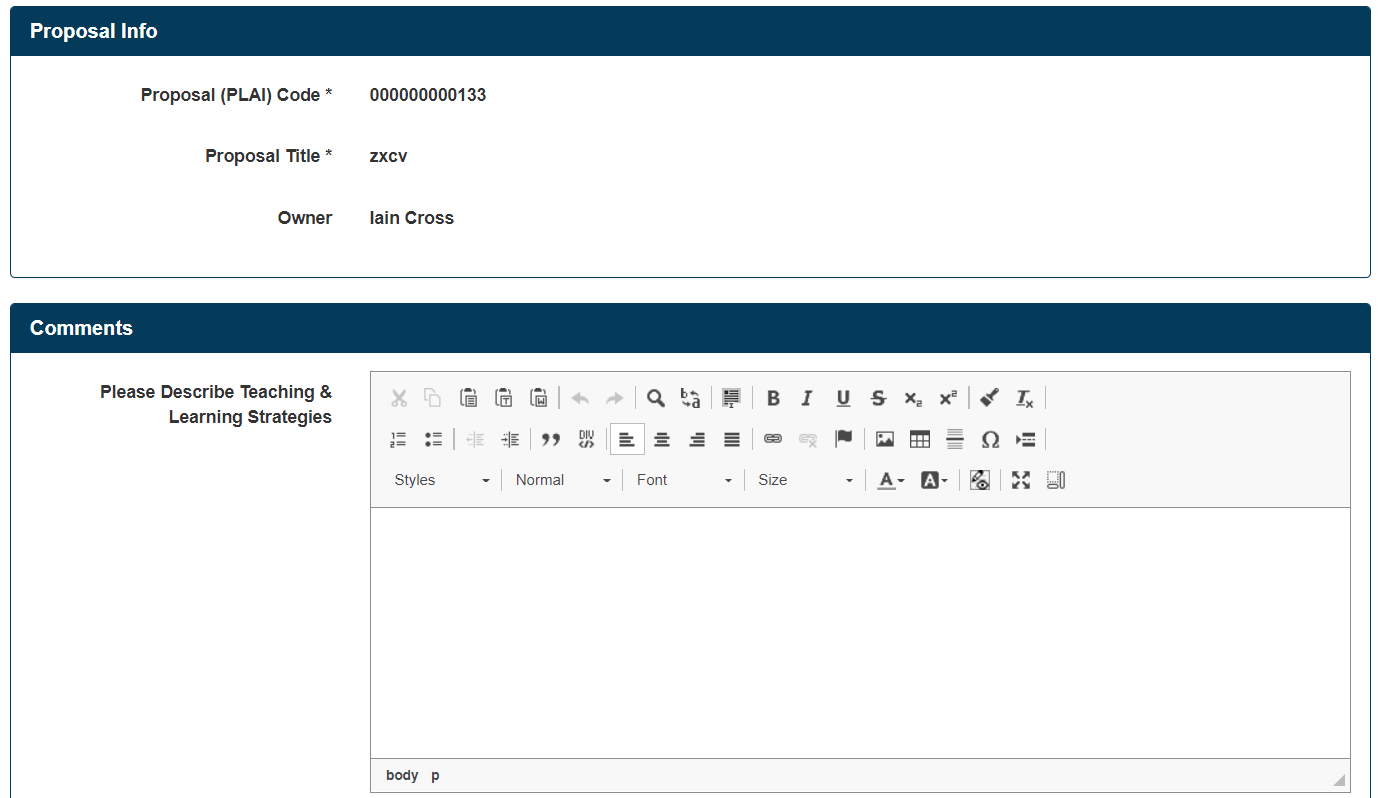
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| INITIAL PROPOSAL WORKSHOP |
| F Quality and Standards Manager |
| * Complete the information on the *Proposal Workshop* tab to store information about the Initial Proposal Workshop. This stage is only to record the details of the workshop held previously. It should have happened prior to professional services being asked to approve the proposal. * Click *Browse My Computer* to upload a copy of the Proposal Workshop Outcomes document * Click *Store & Next* to move to the *Submit* stage |



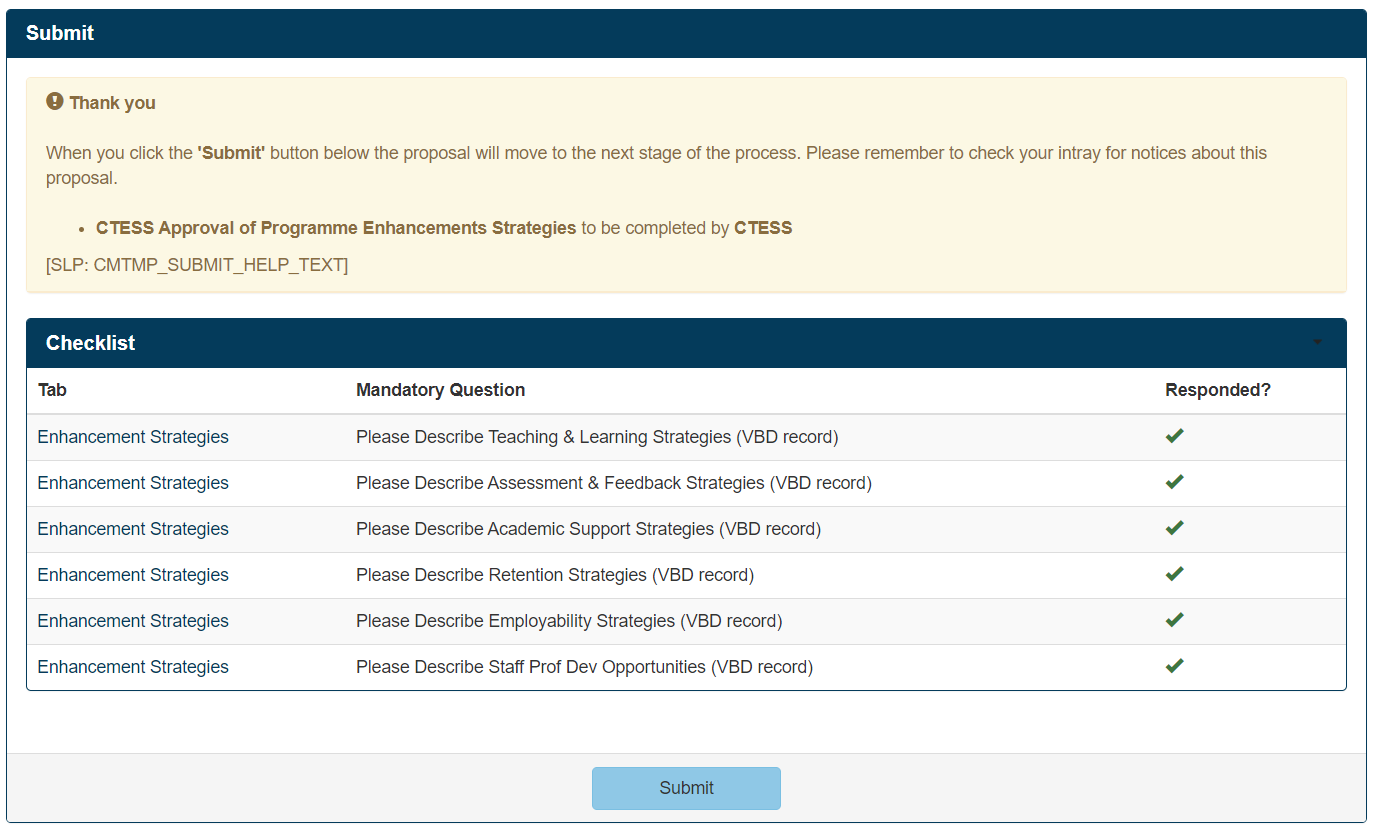
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| Submit |
| * Click *Submit* * The proposal moves on to the *Programme Enhancement Strategies* stage and a notification is sent to the Programme Development team |



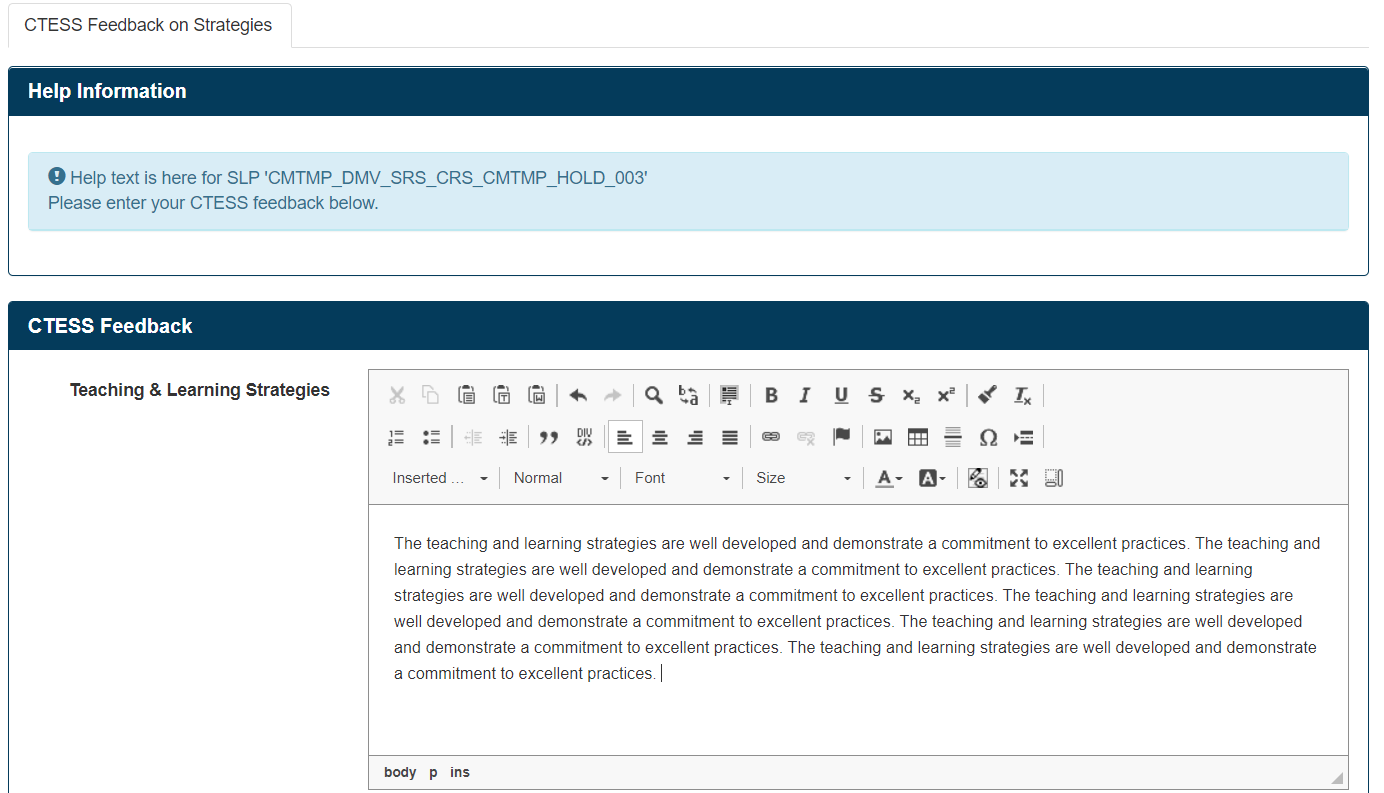
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| PROGRAMME ENHANCEMENT STRATEGIES |
| F Proposer |
| * Review the information on the *Proposal Information* tab; a PDF of the programme proposal can be downloaded from the *Download PDF* button at the top of the screen * Review the *Approval & Feedback Logs*, showing the notes provided by different stakeholders. Their full feedback is included on the *Proposal Information* tab and PDF document * Add information about your programme strategies following the Programme Design Intensive * Click *Store Changes* then *Next* |



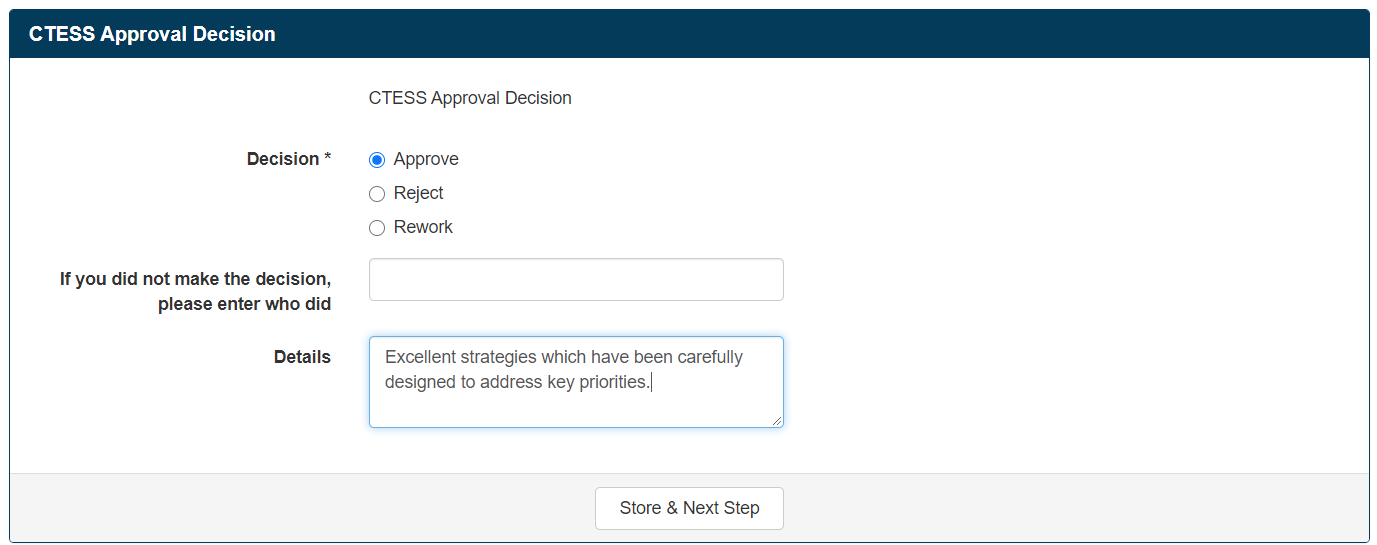
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| Submit |
| * Click *Submit* if all sections are complete; use the link in the checklist to return to any missing information * The proposal moves on to the *CTESS Approval of Programme Enhancement Strategies* stage and a notification is sent to the Programme Development team |



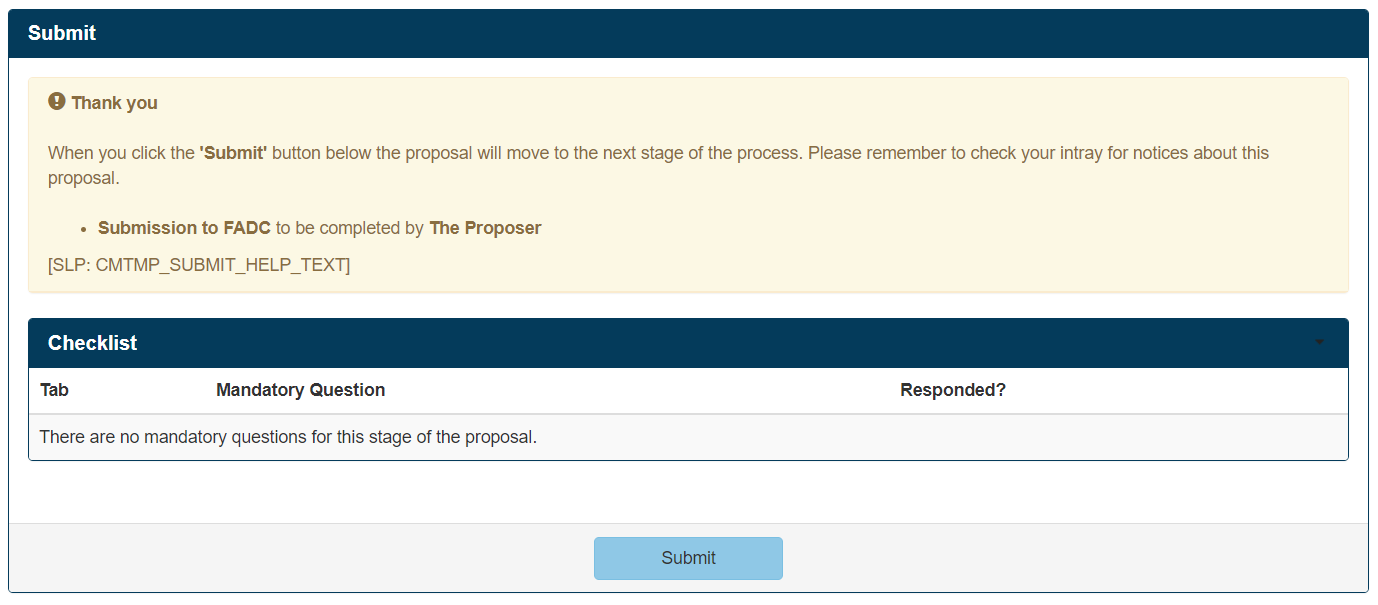
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| CTESS APPROVAL OF PROGRAMME ENHANCEMENT STRATEGIES |
| F Associate Dean / Dean of Learning and Teaching |
| * Review the information on the *Proposal Information* tab; a PDF of the programme proposal can be downloaded from the *Download PDF* button at the top of the screen * The strategies designed by the programme development team are on the *Proposal Information* Tab * Review the strategies then on the *Feedback* tab provide your commentary. Use the text formatting features if you wish. * Click *Store Changes* to progress to the *Decision* tab. |



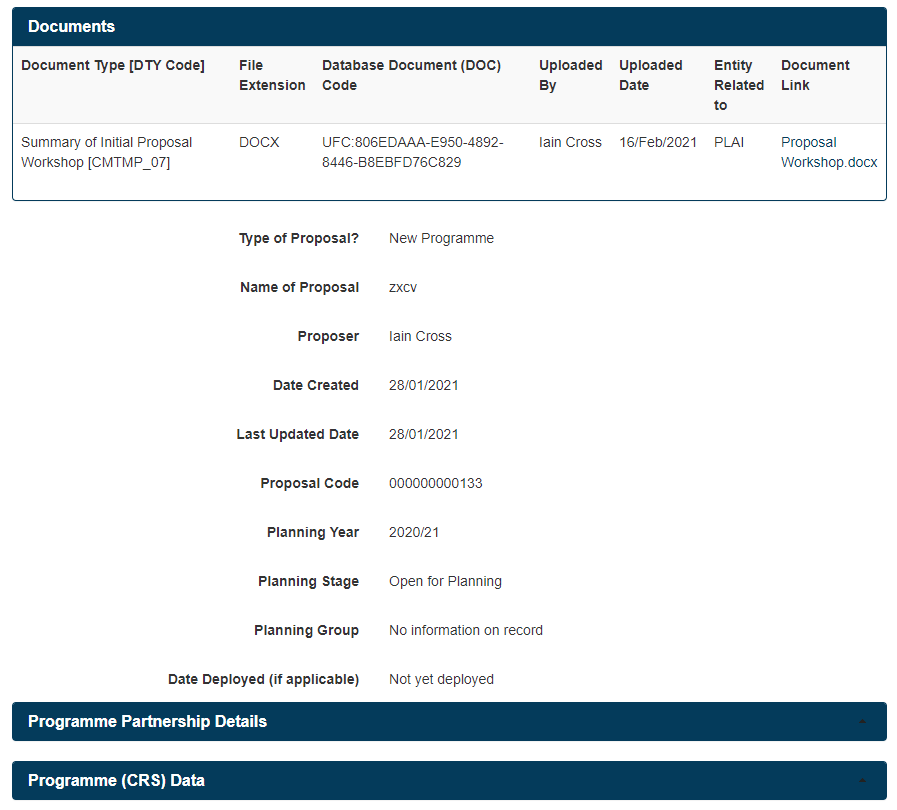
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| Decision |
| * On the *Decision* tab, choose whether to:   **Approve**: proposal progresses to the next stage  **Reject:** proposal workflow is stopped and the proposal/programme develop stops (*Use with caution!*)  **Rework:** the proposal is reopened at the Programme Enhancement Strategies stage for modifications   * Provide a brief explanation of the decision in the Details box to assist with the record of the approval process. * Click *Store & Next Step* |



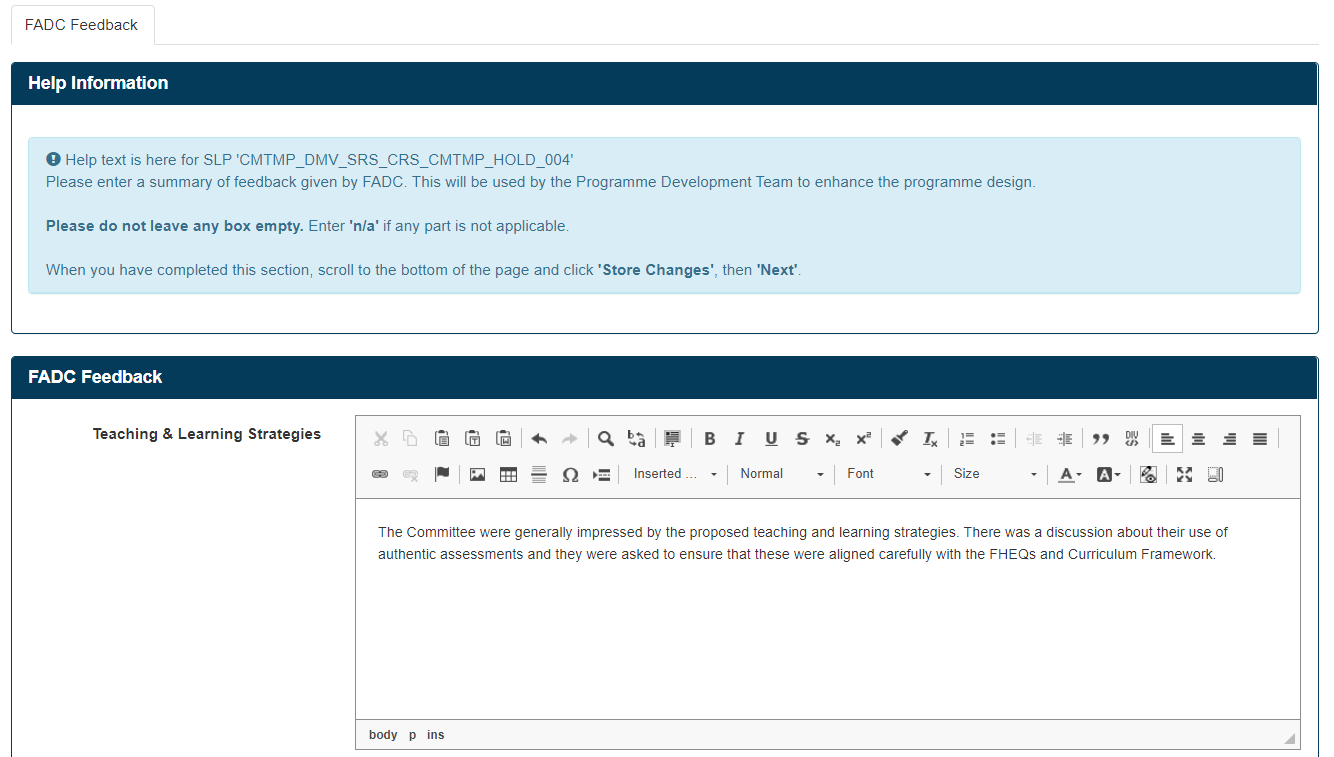
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| Submit |
| * Click *Submit* * The proposal moves on to the *Submission to FADC* stage and a notification is sent to the Programme Development team |



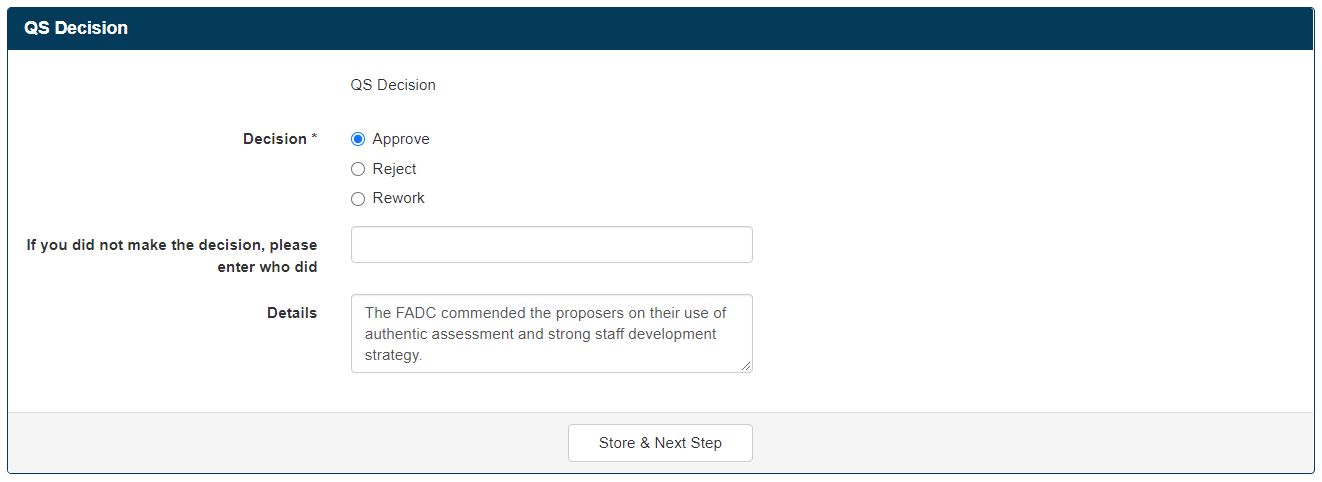
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| SUBMISSION TO FADC |
| F Proposer |
| * Review the information on the *Proposal Information* tab; a PDF of the programme proposal can be downloaded from the *Download PDF* button at the top of the screen * The proposal is now complete * Click on the *Submit* tab * The proposal is now sent to the Faculty / Institute ADC. You will be notified when the QSM has entered the FADC Feedback on the proposal |



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| FADC FEEDBACK ON PROPOSAL |
| F Quality and Standards Manager |
| * Review the information on the *Proposal Information* tab; a PDF of the programme proposal can be downloaded from the *Download PDF* button at the top of the screen * The purpose of this stage is to store the feedback from the FADC meeting on each of the teaching strategies. Enter the feedback from the FADC in the *FADC Feedback* tab |

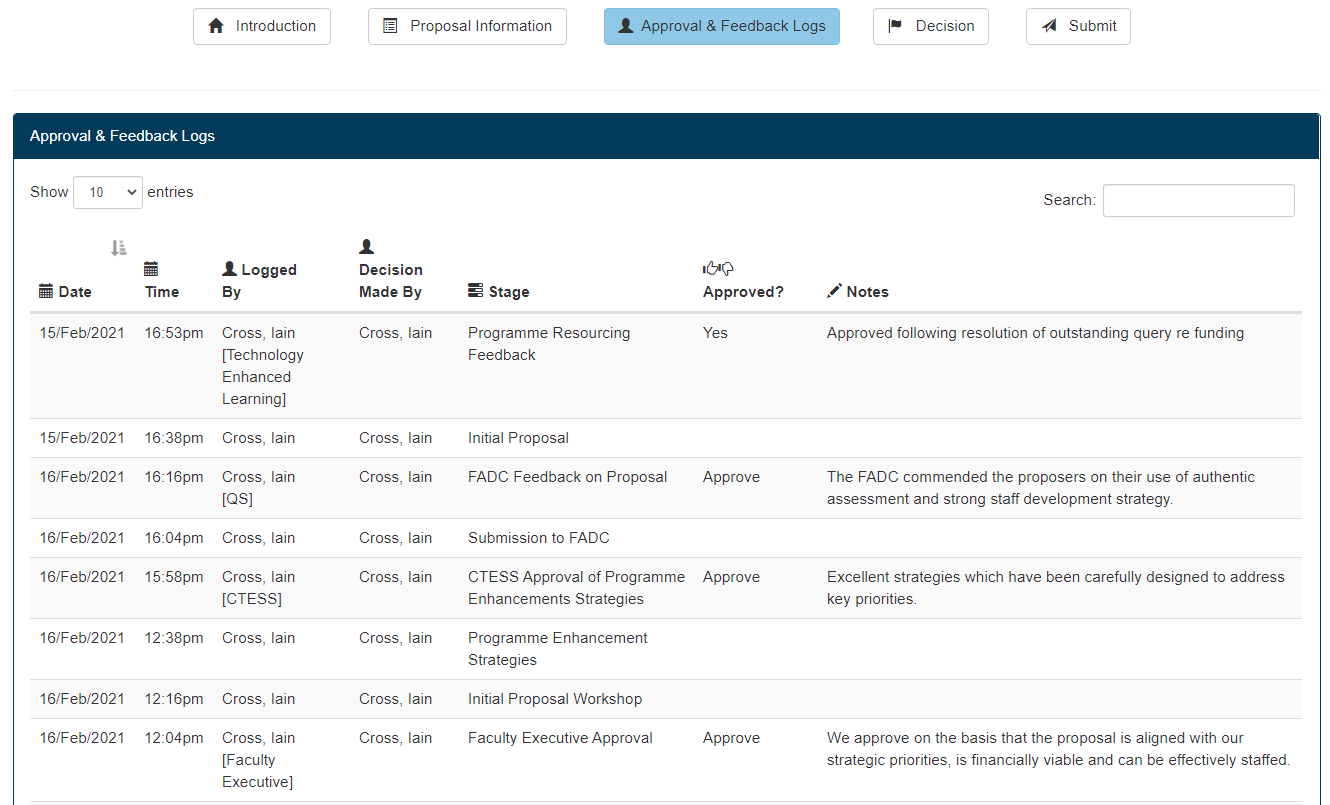


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| Decision |
| * On this stage, the *Decision* tab simply allows the feedback you have submitted to be recorded and for the process to move on to the *FADC Decision* stage. **You should not be selecting reject/rework at this stage**. * Provide a brief summary of the feedback in the Details box to assist with the record of the approval process. * Click *Store & Next Step* |



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| Submit |
| * Click *Submit* * The proposal moves on to the *FADC Approval* stage and a notification is sent to the Programme Development team |

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| FADC APPROVAL |
| F Quality and Standards Manager (on behalf of F/IADC Chair) |
| * Review the information on the *Proposal Information* tab; a PDF of the programme proposal can be downloaded from the *Download PDF* button at the top of the screen * A log of all approvals is available from the *Approval &Feedback Logs* |

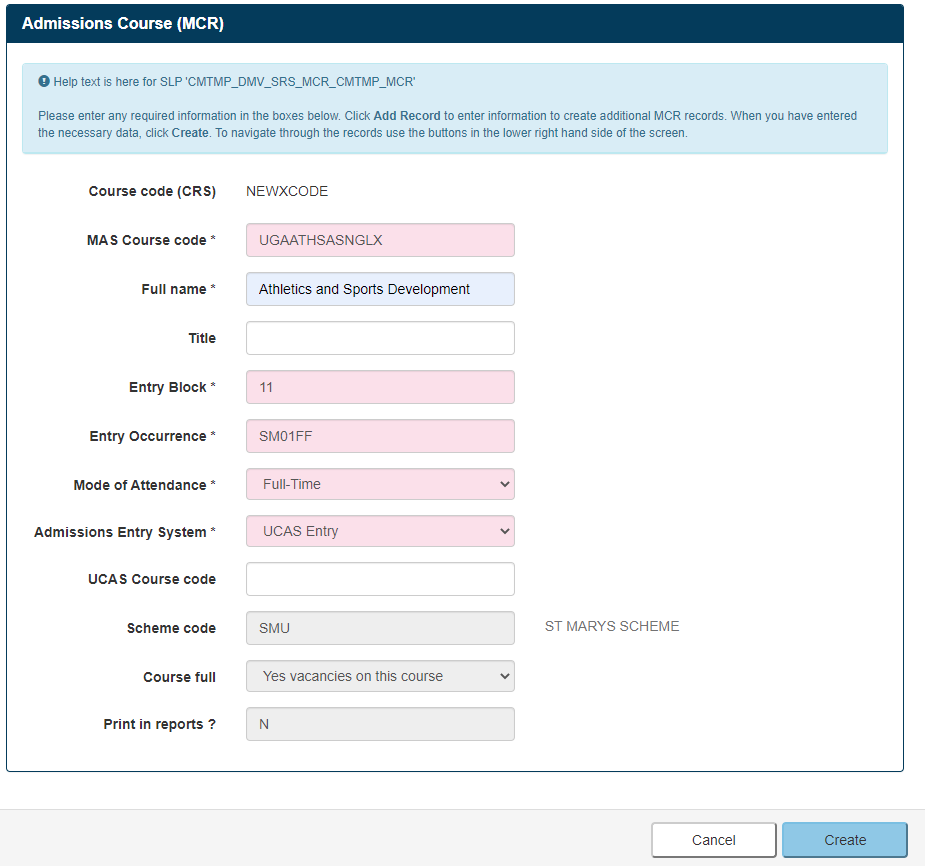


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| Decision |
| * On the *Decision* tab, choose whether to:   **Approve**: proposal progresses to the next stage  **Reject:** proposal workflow is stopped and the proposal/programme develop stops (*Use with caution!*)  **Rework:** the proposal is reopened at the proposal stage for modifications   * Enter the name of the I/FADC Chair in the *If you did not make the decision…* field * Provide a brief explanation of the decision in the Details box to assist with the record of the approval process. * Click *Store & Next Step* |



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| Submit |
| * Click *Submit* if all sections are complete; use the link in the checklist to return to any missing information * The proposal moves on to three simultaneous sections:   i) *Preparation for Applications* (Admissions Team)  ii) *Advertise Subject to Validation* (Pre-deployment Team)  iii) Programme Development (Proposal team / QS) |

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| ADVERTISE SUBJECT TO VALIDATION | | | |
| F Pre-deployment Team | | | |
| Information | Required? | Data type | Brief guidance |
| MAS Course Code | Yes | Text | Enter MAS code according to the Academic Model |
| Full Name | Yes | Text | Full name of the programme |
| Title | No | Text |  |
| Entry Block | Yes | Text | Entry block |
| Entry occurrence | Yes | Text | Entry occurrence |
| Mode of attendance | Yes | Drop down | Mode of attendance |
| Admissions Entry System | Yes | Drop down | Entry system |
| UCAS Course Code | No | Text | Enter for programmes with UCAS entry |
| Scheme Code | Yes | Auto-completed |  |
| Print in Reports? | Yes | Auto-completed |  |
| * Review the information on the *Proposal Information* tab; a PDF of the programme proposal can be downloaded from the *Download PDF* button at the top of the screen * Information on the *Programme Dev Team* can be used to address any queries you have abou the programme set up * Add the MCR details on the *Programme Data* tab. Click *Add Record* at the bottom of the screen to create a new MCR for the programme, then click *Create* then *Next*. Repeat as necessary. | | | |



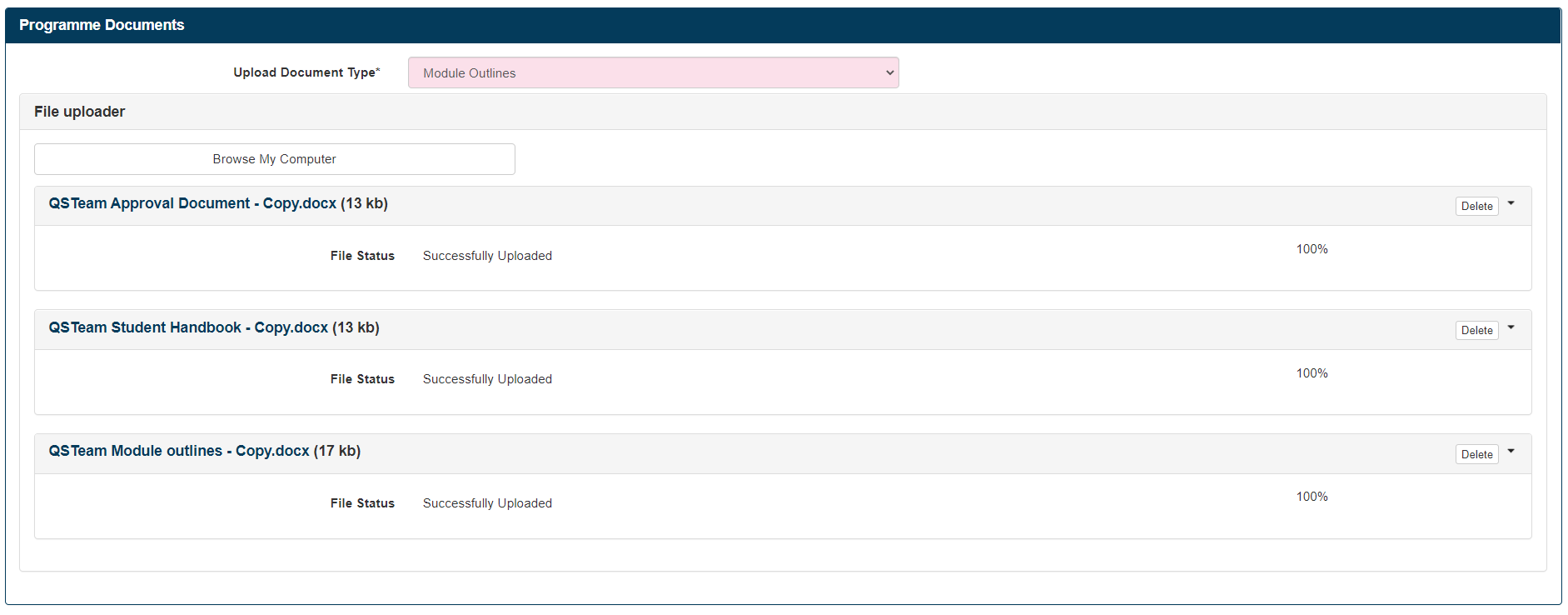
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| Decision |
| * Choose ‘Yes’ as the decision when the MCR codes are set up * Then click *Store & Next* Step |

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| Submit |
| * Click *Submit* to confirm the MCR code(s) |

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| ADVERTISE SUBJECT TO VALIDATION |
| F Admissions |
| This stage should only be completed once the previous stage has been submitted. If there are no MCR details, do **not submit**this stage; wait until there is information to confirm in the MCR details tab.   * Review the information on the *Proposal Information* tab; a PDF of the programme proposal can be downloaded from the *Download PDF* button at the top of the screen * Information on the *Programme Dev Team* can be used to address any queries you have abou the programme set up * Review the MCR details on the *Programme Data* tab, edit if required. Click *Store Changes* if edits are made, then *Next*. * There is no need to enter any comments on the *Feedback* tab * Click *Submit.* |

**At this point, most of the development of the programme takes place. The tool is next used when the programme approval documents have been prepared and are ready for submission to the Faculty / Institute ADC.**

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| PROGRAMME DEVELOPMENT |
| F Proposer / Programme Development Team / Quality & Standards Manager |
| * This stage only requires the upload of the programme approval documents. Any one of the above groups can do this. When completed the stage is no longer visible to the other two groups. * Use the file picker to upload i) Programme Approval Document, ii) Student Programme Handbook  and iii) Module outlines * Click *Next* |



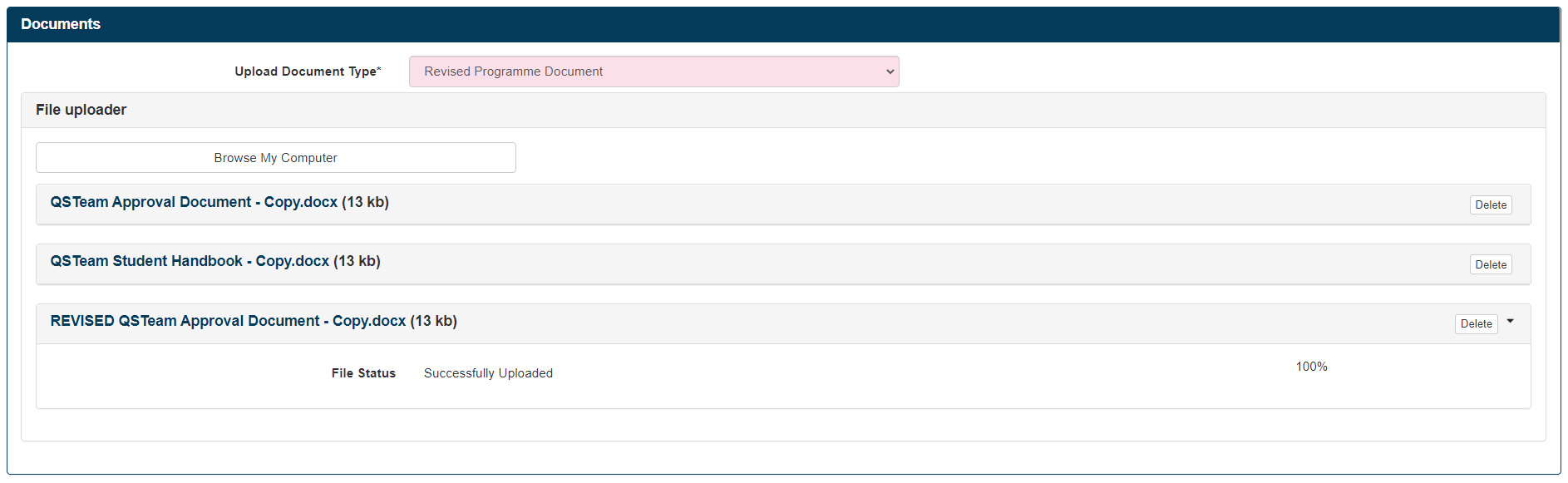
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| Submit |
| * Click *Submit* to progress the proposal to the FADC Submission of Drafts stage. |

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| FADC SUBMISSION OF DRAFTS |
| F Proposer |
| * In this step, the Proposer finalises the version of the documentation that they wish to be considered at the Faculty / Institute ADC. It should happen after the programme development phase is completed. Click the document name to download and view a copy of it. * The *Proposal Information* tab contains all of the information about the proposed programme. * The documents uploaded in Step 22 (PROGRAMME DEVELOPMENT) are shown in the Programme Documents section. * If there have been updates made to the document, click D*elete* next to the relevant document and re-upload the updated version using the file picker. |

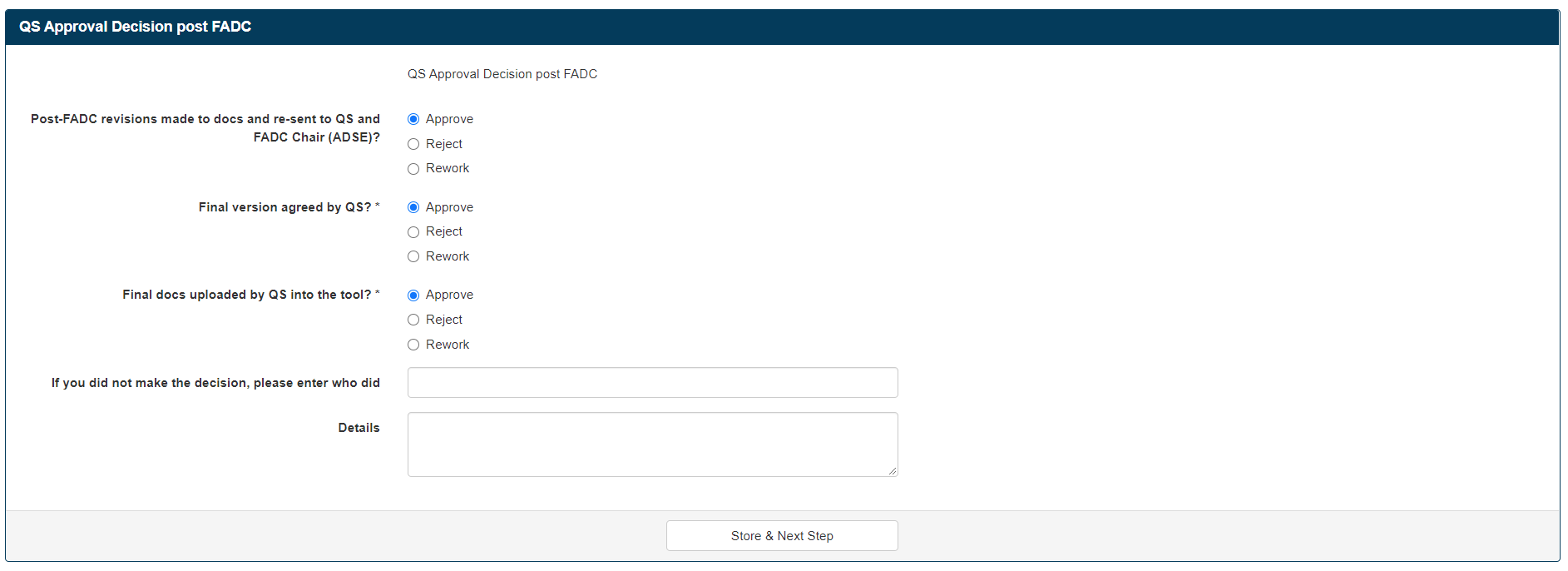
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| Submit |
| * Click *Submit* to progress the proposal to the post-FADC stage. |

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| FADC APPROVAL OF DRAFTS |
| F I/FADC Representative |
| * In this step, the I/FADC representative reports the decision of the Committee:   **Approve**: proposal progresses to the next stage  **Reject:** proposal workflow is stopped and the proposal/programme develop stops (*Use with caution!*)  **Rework:** the proposal is reopened at the proposal stage for modifications   * Enter the name of the I/FADC Chair in the *If you did not make the decision…* field * Provide a brief explanation of the decision in the Details box to assist with the record of the approval process e.g. when the documents were approved. If changes need to be made (i.e. it is approved subject to…’), revised documents can be entered in the next stage. * Click *Store & Next Step* |

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| Submit |
| * Click *Submit* to progress the proposal to the post-FADC resubmission stage. |
| QS APPROVAL POST FADC RESUBMISSION |
| F Proposer |
| * In this step, the QS Team ensure that any changes required to the document after the FADC approval are made, and finalises the version of the documentation that will be taken forward to the Panel event. Click the document name to download and view a copy of it. * The *Proposal Information* tab contains all of the information about the proposed programme. * The documents uploaded in Step 22 (PROGRAMME DEVELOPMENT) are shown in the Programme Documents section, **except for the programme approval document (see below)** * If there have been updates made to the documents, click D*elete* next to the relevant document and re-upload the updated version using the file picker. * You **must** upload a new version of the programme approval document (it is typical that there will be minor updates and revisions to this document – this is a trigger to check that this has been done) * Click *Next*. |



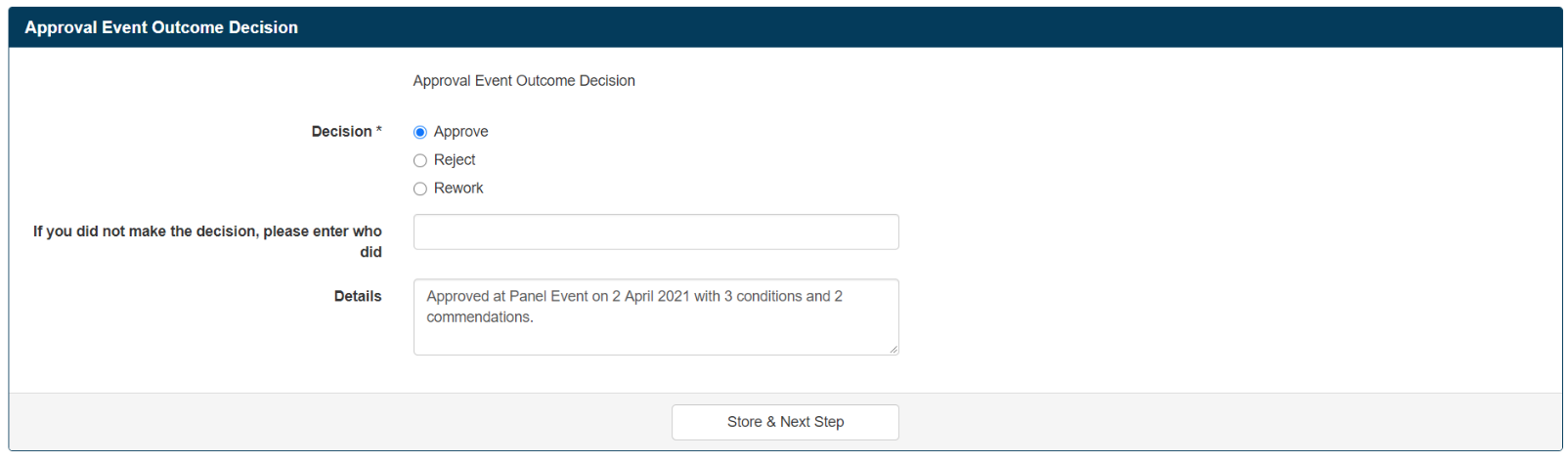
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| Decision |
| * On the *Decision* tab, there are number of trigger decisions. You should be able to choose ‘Approve’ to all of them. It is not advisable to chose ‘reject’ or ‘rework’ at this stage, but you should delay approving until you are certain that the task has been completed. **You need to be certain at this point that all the documentation required for the Panel Event has been received in its finalised, I/FADC form.**   **Approve**: proposal progresses to the next stage  **Reject:** proposal workflow is stopped and the proposal/programme develop stops (*Use with caution!*)  **Rework:** the proposal is reopened at the proposal stage for modifications (avoid at this stage)   * If you are completing this stage on behalf of another QSM, enter the name of the QSM in the *If you did not make the decision…* field * Click *Store & Next Step* |



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| Submit |
| * Click *Submit* to progress the proposal to the Approval Panel stage. |

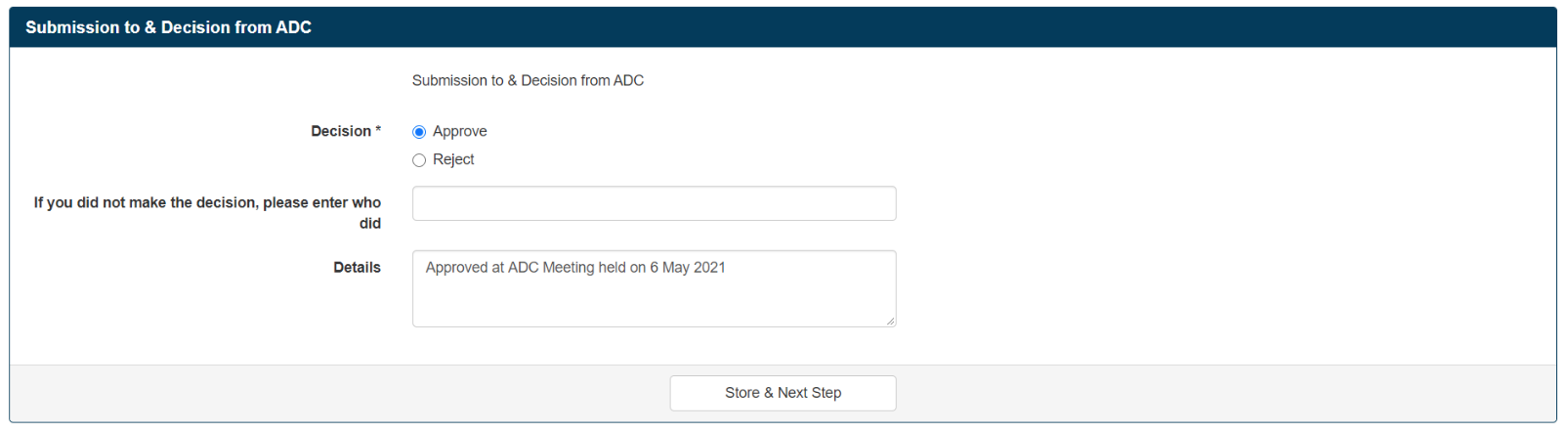
**At this point the programme approval event happens. The tool is next used to enter the outcomes of the Approval Panel event.**

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| APPROVAL EVENT DECISION |
| F Approval Panel Representative |
| * In this step, the outcome of the Approval Panel is recorded. * Use the *Details* field to briefly summarise the outcome of the Panel and justify the decision * Click *Store & Next Step* – in the next stage revised documents can be uploaded to the tool, so it most likely that the decision at this stage is APPROVE unless the Panel does not approve the programme, and a thorough reworking is required (REWORK). A panel outcome of Approved with conditions should be noted as APPROVE at this stage. A panel outcome of not approved would be a REWORK to facilitate the team to reshape and present the programme again. |

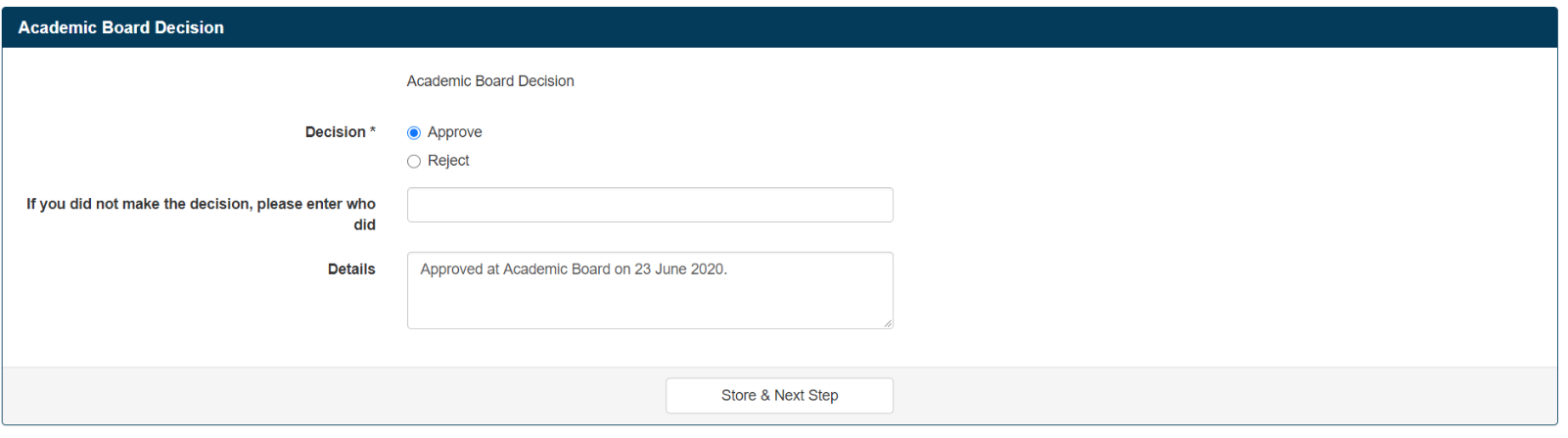


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| APPROVAL FOLLOW UP COMPLETED |
| F Approval Panel Representative |
| * Check that the programme team have submitted the final post-Event documents before commencing this step. * In this step, final approved documents are uploaded to the tool. The documents submitted in Stage 25 (QS APPROVAL POST FADC RESUBMISSION) are visible in the tool and can be replaced by deleting and re-uploading the updated version through the file picker. * It is helpful at this stage to add the Panel Event feedback / Approval Event Report to the Programme Approval Document * Currently these are not mapped correctly to the documents generated by the Panel Event. Please use the following mapping until this is updated:  |  |  | | --- | --- | | **CM Tool Document Name** | **Document to upload** | | Revised Programme Document | Panel Feedback report | | Programme Approval Document | Post-event Programme Approval document with module outlines appended | | Student Programme Handbook | Student Programme Handbook |  * Click *Next* and choose *Approve* on the *Decision* tab. After *Submit* the document moves to the ADC Decision stage |

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| ADC DECISION |
| F Academic Development Committee Representative |
| * The proposal information and programme documents can be downloaded from the *Proposal Information* tab * Add the ADC decision in the *Decision* tab, noting the date of the meeting at which the approval was made. Click *Store & Next Step* then *Submit*. |



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| ACADEMIC BOARD DECISION |
| F Academic Board Representative |
| * The proposal information and programme documents can be downloaded from the *Proposal Information* tab * Add the Academic Board decision in the *Decision* tab, noting the date of the meeting at which the approval was made. Click *Store & Next Step* then *Submit*. |



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| PROGRAMME SPECIFICATION |
| F Quality Standards Manager |
| * In this section you are able to make any final corrections or updates to the programme information. * You will need to add at least one HECoS Code under *Programme Name and Department* on *Part 1*. * Click *Store Changes* then *Next*, then *Submit*. |

**The programme proposal process is now complete and the   
programme is ready for deployment**