Open the University webpage. Click on Staff link

Click on MySaint link

Click to sign in
Login to MySaint

Single sign-on (SSO) enables you to **log in only once** to gain access to the systems and applications that you have permission to use, without being prompted to log in again for each system.

**Username**

**Password**

**Log in**
Click on C-View
To propose a new module, click on “Curriculum approval process (Proposer)”. 
Note that the number of links you see will depend on your roles within the curriculum approval process.
<table>
<thead>
<tr>
<th>Curriculum approval process (Proposer)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong> For module code, type, level or credits change, use the &quot;Propose a new module (staff)&quot; link.</td>
</tr>
<tr>
<td><strong>Propose a new module (staff)</strong></td>
</tr>
<tr>
<td><strong>Request to withdraw an existing module (staff)</strong></td>
</tr>
<tr>
<td><strong>Propose an amendment to an existing module (staff)</strong></td>
</tr>
<tr>
<td><strong>Search for approved modules or programmes (staff)</strong></td>
</tr>
</tbody>
</table>

Click on “Request to withdraw an existing module (staff)” to begin a module withdrawal proposal.
• Upon clicking the link you will be directed to a basic information page. Read the information, then click “PROCEED” to continue.
• Answer all the questions on the following screen and click CONTINUE.

Module Approval Process

Withdraw Existing Module

Please enter the code of the module you wish to withdraw [required]

EL1001

List

Applied Ecology

The following details are mandatory and will need to be populated before you are able to proceed with the creation of the proposed withdrawal.

Please explain clearly the reason(s) for withdrawing the module [required]

Text:

When do you wish the change to take effect? [required]

2021-2022

Look at the programme requirements - https://www.st-andrews.ac.uk/prospectus/ - for the degrees in which your module is a component.

Will your present proposal affect the Programme Requirements for these degrees? [required]

Yes

If the present proposal affects the validity of the Programme Requirements, a programme amendment must be completed for each programme affected.
The questions on this screen should be all pre-populated. Click CONTINUE.
At this point your proposal is recorded in the system with a unique identifier. From this point on, you can log out of the system and return to your proposal at a later time.

Summary
A new Module Withdrawal form has been created for you with unique identifier NM61-0091.

A new task has been created and is accessible at any time from the tracking dashboard. This task will allow you to provide further information about your proposed module withdrawal and submit it for review. This is the first stage in the Module Withdrawal review and approval process.

Review and Approval Process

- On submission, your completed module withdrawal form will be sent to your School's designated internal approver (usually your Director of Teaching).
- The School approver can then review the proposed withdrawal and submit for CAG review and approval.
- Details of the module withdrawal will be shared with the Timetabling Officer, the Examinations Officer, the Library and other administrative functions, as required.

If you wish to continue with your proposed withdrawal now, you can simply press CONTINUE to proceed.

Click CONTINUE.
Go to the Summary section to check the data
Check the details in the following screen:

Click SUBMIT to submit your module withdrawal.
You will not be able to submit the withdrawal if there is missing or incorrect information.
If you intend to continue with the withdrawal of the module, please press CONFIRM WITHDRAWAL otherwise press EXIT.

Click CONFIRM WITHDRAWAL to confirm your submission.
Sharing your proposal with colleagues before submission

You are the only person able to edit this proposal. In order to share this proposal with colleagues and get their comments before submitting, it is recommended that you save this web page as a PDF.

To save or open this page as a PDF, print this page by clicking the print button above and use your browser’s print options to save or open as a PDF. If you wish to convert the pdf file to a Word Document, right-click on the saved pdf, choose Convert PDF/XPS and then choose As Form to Microsoft Word. A word document will be automatically created.

You can return to this screen from any page in the proposal by clicking the button.