

SAMPLE OUTLINE OF COURSE SUBMISSION: EVALUATION DOCUMENT

[For the template for re-validation documents see Appendix 45]

Title page with statement on copyright (*sample at Appendix 16*)

Course/Subject Committee membership (*please also identify members of course/subject planning committee*).
(*See Aide Memoire, Appendix 14 for questions and prompts which may assist in preparation of documentation*)

SECTION A: INTRODUCTION	A1	Rationale
	A2	Origins of the course and evidence of demand
	A3	Relationship with other courses in the School/Faculty/subject
SECTION B: THE COURSE	B1	Programme specification (<i>A summary statement of the main features of the course and its learning outcomes in accordance with the module description template. In undergraduate honours degrees, distinguish subject strands if applicable</i>)
	B2	A commentary on the following matters, related to University and Faculty policies and strategies <ul style="list-style-type: none">• Academic progression and internal coherence and opportunities for student choice• Widening participation• Transfer to and from the course and opportunities for progression to further study• Relations with professional/statutory/regulatory bodies• Work based learning and supervised work experience/placement (where applicable)• Teaching, learning and assessment strategies• Standards• Employability (see Aide Memoire)<ul style="list-style-type: none">- Graduate Qualities- Widening Participation- Work-based learning- Personal Development Planning- Entrepreneurship Training- Career Opportunities, Development and Progression
	B3	Course Regulations (<i>recommended format at Appendix 18</i>)
	B4	Course structure diagram (<i>indicate semesters, modules, their credit level and value, Compulsory or Optional status and whether modules are <u>C</u>urrent, <u>R</u>evised or <u>N</u>ew, and pre- or co-requisites. In undergraduate honours degrees, distinguish subject strands if applicable.</i>)
	B5	Module Descriptions (<i>recommended format at Appendix 19</i>)
SECTION C: COURSE or SUBJECT MANAGEMENT (<i>see Appendices 22-30</i>)	C1	Equality of Opportunity and Admissions Policy and Special Educational Needs and Disability Order
	C2	Course or subject management, including, as applicable, arrangements for placement and study in other institutions
	C3	Student support and guidance
	C4	Arrangements for quality assurance and enhancement
SECTION D: RESOURCES	D1	<u>Resources</u> available to the course/subject (physical): accommodation, library, laboratory and computing, in addition to general resources <i>Library resources should specifically identify whether they are available for the course from the library catalogues</i>
	D2	<u>Resources</u> (staff) providing brief curricula vitae with particular reference to more recent activities, and indicating how the teaching and research areas represented are of relevance to the course (<i>CVs should normally be no longer than 1 or 2 pages each. Recommended format at Appendix 30</i>) Information on the use of part-time lecturers, postgraduate teaching assistants and demonstrators Information on staff development