**COURSE EVALUATION/REVALIDATION DOCUMENT** **(PARTNER INSTITUTIONS)**

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| SECTION A:  INTRODUCTION  (SUBJECT AND PROGRAMME CONTEXT) | A | Introduction (Subject and Programme Context)  Title page *to identify provision* (*in accordance with template at Annex A/Appendix 33)*  Course/Subject Committee membership *(for evaluation/revalidation of single course) (also identify members of course/subject planning committee)*   * A brief summary of the rationale, origins and (if applicable) relationship with other courses in the School/Faculty/subject * Projected intakes for next five years with minimum/maximum cohort numbers with a brief commentary on market research including international markets where relevant * Contextualised Research and Analysis – to include how standards and quality indicators inform curriculum (re) design * Stakeholder Engagement – to include a brief summary of consultation with e.g. PSRBs, employers, alumni, students; and * Identification of graduate qualities * A brief commentary on academic excellence and research-based teaching which shows how discipline research, impact and professional activity of the course team inform the programme design * A summary of revisions (revalidation only) and innovations in programme design based on the analysis from contextualised research, stakeholder engagement and past enhancements |
| SECTION B:  THE PROGRAMME(S)  PROGRAMME DESIGN COMMENTARIES | B1 | Brief Commentaries differentiated by subject, course, level, campus, institution, as appropriate, on the following matters, related to University and Faculty/institution policies and strategies:   * Subject/Course philosophy agreed by the team * Course structure(s), academic progression and internal coherence and opportunities for student choice within the programme(s). Transfer to and from programmes * Student support and guidance, induction, development of study skills * Information literacy skills and digital capabilities * Learning and teaching strategy - to include key approaches and delivery methods * Assessment strategy and exemplar assessment schedule(s) *[Annex B]* and arrangements for feedback * Employability and enterprise – to showcase examples of effective practice e.g. curricular, co-curricular, extra-curricular, work-based learning, outward mobility |
| PROGRAMME  SPECIFICATION(S) | B2 | Programme Specification(s) (*For each course or undergraduate honours degree subject (with information relating to each strand), a summary statement of* *its* *main features and learning outcomes in accordance with standard template [Annex C].)* |
| PROGRAMME  ***REGULATIONS*** | ***B3*** | Regulations (*in accordance with standard template [Annex D].)*  *A link to* *the standard template with a statement of specific requirements and proposed departures or set(s) may be provided.* |
| *MODULE*  *DESCRIPTIONS* | *B4* | *Module descriptions (in accordance with standard format [Annex E].) Modules are indexed and grouped by level automatically. Any separate short-course module descriptions should be uploaded in a supplementary document.* |
| *SECTION C:*  *RESOURCES available to the course(s)/subject* | *C1* | Resources (physical)  *Specialist rooms/facilities/equipment/resources required beyond the standard provision should be clearly identified and detailed. Library resources should specifically identify whether they are already held by the Library. For revalidation, dedicated resources for particular courses should be clearly identified.* |
|  | *C2* | Resources (staff)  *Summary statement and brief CVs for all staff contributing to the subject unit (with particular reference to more recent activities.) (CVs should be no longer than one or two pages each. Recommended format at Annex F. These staff form the course or subject committees.)*  *For revalidation, a summary matrix indicating which staff contribute to which courses or subject strands should be provided.*  *Information on the use of part-time lecturers, postgraduate teaching assistants and demonstrators.* |
| SECTION D:  SUBJECT NETWORK OR FRANCHISE MANAGEMENT  (if applicable) | D | Commentary on the arrangements for the operation of the network or relations between the University course committee and franchised course committee. |
| IN ADDITION: reports from University departments on Library and IT resource matters are provided centrally to the evaluation panel and exceptionally for revalidation, for example if a new location is proposed; external examiner reports for the last two academic years are also provided to the revalidation panel. The Faculty Partnership Manager provides a statement on the nature of the Faculty’s engagement with each institution in the preparation of documentation and any recommendation regarding adjustment to the approved intake sizes. | | |