UNIVERSITY OF ULSTER

PROCESS FOR POSTPONEMENT OF REVALIDATION

1) In December of year before scheduled revalidation, Academic Office sends Revalidation Preparation Form (CA6a) to Faculty identifying proposed revalidation month;

2) If Faculty wishes to extend approval and postpone revalidation to the following year, it forwards to Academic Office the request on a new form (attached) to include the rationale for the request, the period of extension requested and confirmation that the curriculum remains current and valid, that current standards and quality remain sound, evidenced through external examiner reports and annual monitoring reports, and that there continues to be demand - signed off by Associate Dean (Education) **(Stage A).**

3)Academic Office comments on the request and forwards to Quality Enhancement **(Stage B).**

4) Quality Enhancement completes an assessment (triangulation using annual monitoring data) - signed off by Head of Quality Enhancement **(Stage C).**

5) Request and Quality Enhancement assessment forwarded to Academic Standards and Quality Enhancement Committee (ASQEC) for consideration – approval by Committee under delegated authority from Senate. If the request is late (ie in-year) and there is no imminent meeting of ASQEC, the Academic Office forwards to the PVC (Education) for consideration/approval on behalf of ASQEC (reported to its next meeting) **(Stage D)**.

Late requests may be in two forms:

a) before any revisions to curriculum have been documented/input in Curriculum Management System (CMS) or preparatory arrangements made – no supplementary action required except to postpone event in schedule and notify panel members if they have been invited;

b) revalidation preparations already underway - actions include some or all of the following, depending on whether the revalidation of all, or part, of the provision in a unit is to be postponed and the status of preparations:

Academic Office: notify panel; adjust revalidation unit in CMS (internal courses); adjust agenda and programme for meeting; cancel/revise travel/hotel/room bookings; pay panel members in respect of work undertaken and expenses incurred;

Faculty: either undo revised curriculum in CMS (internal courses) and revert to previous approved version or exceptionally propose the introduction of changes through the course revision (CA3) process with normal external examiner and student consultation. Substantial changes would warrant revalidation.

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| Academic OfficeAugust 2018 |