**COURSE EVALUATION/REVALIDATION DOCUMENT** **(INTERNAL PROVISION)**

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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)*  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) 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 [Appendix 22].)* |
| PROGRAMME  REGULATIONS | B3 | Regulations (*in accordance with standard template [Appendix 24].)*  *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 [Appendix 25].) See the ICDF Module Design Planner. 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. If not, the sub-librarian should be consulted. 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 Appendix 28. 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, and recognised teachers. |
| *IN ADDITION: ‘Curriculum Design at Ulster’ is provided centrally to the panel; external examiner reports for the last two academic years are also provided to the revalidation panel. Assessment rubrics for all modules should be uploaded as a supporting document by the team.* | | |