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| New Course Approval |  |
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| New Course Approval Documentation Checklist (PGR) | |

The checklist below outlines the new course approval documentation requirements for Postgraduate Research programmes. The documentation from the Partner Institution should be provided to the Partnerships Team electronically via Box no later than **4 weeks** before the agreed panel meeting date. A link will be provided separately by the Partnerships Team. Templates are available on the [Partnerships Team website](https://www.essex.ac.uk/information/university-partnerships/information-for-partners).

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| Course Documentation – Partner Institution to provide | Documents provided |
| 1. Summary of the courses under review (see *Details of courses* template). List the proposed postgraduate research awards to be considered (such as PhD, Prof Doc, MPhil, Masters by Dissertation) |  |
| 1. Course Validation PGR Partner Institution Summary document[[1]](#footnote-1) provided by Course Team *(see template)*. The summary document should cross-reference other documentation listed in the checklist, as appropriate.   This should include course structure and content including progression milestones for the course, an outline of any level 8 taught modules which form part of the course structure, any required research skills training modules, opportunities for student engagement in research within the department. |  |
| 1. Approved Stage 1 Concept and Stage 2 Course Development forms |  |
| 1. Final Stage Course Approval Form |  |
| 1. Programme Specifications for each course being validated including programme structure |  |
| 1. Module maps – (mapping exercise showing the relationship between the course and the module learning outcomes), where relevant. |  |
| 1. All Module Outlines, including syllabus information, teaching and assessment details and reading lists, where relevant. |  |
| 1. Information relating to Student support (including the draft student handbook) and equality and diversity information (including evidence of how the different needs of students are addressed) |  |
| 1. Current relevant Professional, Statutory and Regulatory Body (PSRB) Accreditation Guidelines (where applicable) |  |

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| Documentation to be provided by the Partnerships Team | Documents provided |
| 1. [Principal Regulations for Research Degrees](https://www.essex.ac.uk/governance-and-strategy/governance/regulations) |  |

**Document review information**

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| Document owner | Partnerships Team, University of Essex |
| Document author | Dawn Mott, Partnerships Manager (Development & Oversight) |
| Document last reviewed by | Dawn Mott, Partnerships Manager (Development & Oversight) |
| Date last reviewed on | February 2022 |
| Review frequency | Annually |

1. Please note that where more than one course is being considered within one Approval event, the Course Team are only required to complete one PGR Partner Institution Summary Document which covers all of the PGR courses under consideration. [↑](#footnote-ref-1)