

University of Essex Partnerships Team

Extension of Existing Validated Provision to New Sites of Delivery

1. Introduction

A partner institution may submit a proposal to run an existing validated course at a different site of delivery. If the learning outcomes, content, framework, mode, module specifications and assessment framework are the same, then the sole consideration of the validation is whether the new site of delivery has the required resources (staffing and physical) to successfully deliver the course. Members of staff delivering the course at the new site of delivery, should be employees of the partner institution concerned and the course will be subject to the University's standard monitoring and review processes.

Approval to run an existing course at an additional site of delivery may only be for the lifetime of the existing validation and subsequent course periodic review would involve all sites offering the course.

2. Proposal of a new site of delivery

Proposals to extend existing validated courses to new sites of delivery are submitted to the Partnerships Team using an [outline approval form for a new site of delivery of a validated course](#). All proposals are passed to the Pro-Vice-Chancellor (Education) for approval and reported to the Partnerships Education Committee. The purpose of the approval stage is to allow initial publicity of the new site of delivery, but all references to the new site of delivery, including any information given to prospective students (whether verbally or in writing), must clearly state that the proposal is still subject to validation.

3. Validation of a course at a new site

The course team should submit the required documentation, in line with the requirements for the validation of a new course to the Partnerships Team in an agreed electronic format at least four weeks in advance of the validation event. The documentation should specifically include the following details relating to the new site of delivery:

- overall higher education student numbers at the site of delivery and current range of higher education provision
- arrangements for student support and study skills support
- arrangements for local work-based learning, if appropriate
- staff resources including leaders and contributors for each module, staff CVs and staff development pertinent to the course
- physical resources including teaching accommodation, library, IT and any specialist facilities
- arrangements for management of the course including the name of the course co-ordinator across all sites of delivery
- local external agency/employer involvement
- a localised student handbook

The validation panel established to consider delivery of an existing validated course at a new site of delivery will typically comprise:

- Dean or Deputy Dean of Partnerships, University of Essex (Chair)
- one member of the University's teaching staff, where possible from a cognate discipline area
- one member of staff at the partner institution, external to the course team concerned
- employer or professional body representative (where appropriate)
- a senior administrator from the Partnerships Team (Secretary)

The validation panel will normally discuss the proposal with the course team at the new site of delivery, in order to establish the teams readiness to deliver the course. Where the existing validated

course structure includes optional modules, the new site of delivery may submit new module outlines for alternative optional modules.

Arrangements for the validation event and the subsequent report, follow-up activity and formal approval, will be in line with the process for the validation of new courses.