**PARTNER INSTITUTION**

**VALIDATION DOCUMENTATION CHECKLIST**

The checklist below outlines the Validation documentation requirements.

The documentation from the Partner Institution should be provided to the Partnerships Team electronically **no later than 4 weeks** before the Periodic Review date. Please note that the Partner Institution should provide the documentation in two electronic zip-folders (using a .zip file) or by Zendto, named as follows, **with each document provided in an individual file in Word format**:

1. **Course Documentation**

This zip-folder should include the information listed in the “Course Documentation” section below. This documentation forms the essential pre-event reading for the Panel Members, providing an overview of the courses under review, the proposed changes to these courses and any additional issues which need to be discussed during the event.

1. **Supporting Documentation (Appendices)**

This zip-folder should include the information listed in the “Supporting Documentation” section below. This documentation is provided to Panel Members as supplementary information to the Course Documentation which can be referred to as needed. The Panel Members are not expected to read the Supporting Documentation in its entirety.

The Supporting Documentation should be labelled as Appendix 1, Appendix 2 etc. as per the nomenclature within the “Supporting Documentation” list on pages 2 and 3).

The Validation documentation, comprising the documentation supplied by the Partner Institution and the University, will be sent electronically to members of the periodic review panel no later than 2 weeks before the event.

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| **Documents provided by the Partnerships Team, University of Essex** |
|  | Background information about the Partnership |
|  | An agenda for the review event |
|  | A list of panel members |
|  | Guidance notes for panel members |
|  | Travel information, campus maps and expenses forms for the external and student panel members (this information is provided prior to the event) |

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| **Documentation to be provided by the Partner Institution** |

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| 1. **Course Documentation**
 | **Documents attached** |

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|  | **Reflective document[[1]](#footnote-1)** provided by Course Team ***(see Reflective Document template)*.** List the proposed courses to be considered, including named and unnamed exit awards. The reflective document should cross-reference other documentation listed in the checklist (including Supporting Documentation), as appropriate.[[2]](#footnote-2) |  |
|  | Approved **Outline Approval of New Course(s) form.** |  |

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| ***Please note: If the information listed in 3, 4 and 5 below is included in full in the Student Handbook (see A.6) then it will not be necessary to provide it separately.***  |
|  | **Programme Specification** for each course being reviewed including programme structure. |  |
|  | **Module Maps** – mapping exercise showing the relationship between the course and the module learning outcomes. |  |
|  | All **Module Outlines** by level/stage.Each Module Outline should include:* information on each of the assessment tasks for the module (format / weighting / which learning outcomes are covered by the task)
* up to date **reading lists** which clearly define required reading and recommended reading.
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|  | Current **Student Handbook.** |  |
|  | Course **assessment schedule.** A tabulated summary of the assessment methods used for each module, the module weighting for each assessment component, the module learning outcomes covered by each assessment component and the hand-in and submission deadlines for each module component.  |  |
|  | Module **assessment criteria** for each assessment component**.** ***(Please note: If this information is included within the Module Outlines it will not be necessary to provide it separately.)*** |  |
|  | Any relevant **work-based learning, sandwich year, work placement** or **study abroad** guidance/handbooks if applicable. |  |
|  | Information on **proposed progression routes** including articulation routes for Foundation degrees, if applicable.  |  |
|  | **For paper-based validations** – External Examiner’s comments on proposed new course(s) |  |

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| **W*here a Partner Institution delivers Postgraduate Research courses, the following information will also need to be included within the “Course Documentation” zip-folder.***  |
|  | **Postgraduate Research documentation,** if applicable*(see “Postgraduate Research Additional Information” template)****.***  |  |

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| 1. **Supporting Documentation (Appendices)**
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| Appendix 1. | Current relevant[**QAA Benchmark Statements**](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/subject-benchmark-statements)**.** |  |
| Appendix 2. | Current relevant **Professional, Statutory and Regulatory Body (PSRB) Accreditation Guidelines** (where applicable) |  |
| Appendix 3. | Information on **subject related resources** (e.g. equipment lists, specialist spaces such as laboratories or studios, digital resources). |  |
| Appendix 4. | Current **course management and staffing** (including staff CVs outlining relevant qualifications, current and recent positions held and relevant publications). |  |
| Appendix 5. | **Equality and diversity** information and policy (including evidence of how the needs of disabled students are addressed). |  |

1. Please note that where more than one course is being considered within one Validation event, the Course Team are only required to complete one Reflective Document which covers all of the courses under consideration. [↑](#footnote-ref-1)
2. Where the Reflective Document refers to Course Documentation, these documents should be referred to by name/page within the Reflective Document (e.g. “see Programme Specification on page 6”) as the Course Documentation will be presented as a whole document. However, where the Reflective Document refers to Supporting Documentation, these documents should be referred to as Appendix 1, Appendix 2 etc. within the Reflective Document (as per the nomenclature within the “Supporting Documentation” list on pages 2 and 3) as they will be provided as individual documents to support the main “Course Documentation” document. [↑](#footnote-ref-2)