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| New Course Approval |  |
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| New Course Approval Documentation Checklist (UG/PGT) | |

The checklist below outlines the new course approval documentation requirements for a Category 2 and Category 3 Undergraduate or Postgraduate Taught course validation. For Postgraduate Research programmes – please see separate checklist. 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 | Documents provided |
| 1. Partner Summary Document[[1]](#footnote-1) provided by Course Team *(see Course Validation Partner Institution Summary Document template)*. The Summary document should cross-reference other documentation listed in the checklist, as appropriate. |  |
| 1. Summary of the courses under review (see *Details of courses* template). List the proposed courses to be considered, including named and unnamed exit awards. |  |
| 1. Approved Stage 1 Concept and Stage 2 Course Development forms |  |
| 1. Final Stage Course Approval Form (including work-based learning, apprenticeship form, if applicable) |  |
| 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. |  |
| 1. All Module Outlines by level/stage (these should be provided separately to the Student Handbook). Each Module Outline should include:  * information on each of the assessment component(s) 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. |  |
| 1. Information provided to students (including draft Student Handbooks, work-based learning, sandwich year, work placement or study abroad guidance/handbooks, if applicable) |  |
| 1. Course level assessment schedule. An overarching tabulated summary of the assessment methods used for each module in the course, including for each module the weighting for each assessment component, the module learning outcomes covered by each assessment component and the indicative timeframes for hand-in and submission deadlines (e.g., mid-term or end of term). |  |

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| Supporting Documentation (Appendices) | Documents provided |
| 1. Current relevant Professional, Statutory and Regulatory Body (PSRB) Accreditation Guidelines (where applicable) |  |
| 1. Current course management and staffing (including staff CVs/online profiles outlining relevant qualifications, current and recent positions held and relevant publications). (Category 2 validations – only Course Lead CV required, plus staff CVs/online profiles for new modules) |  |

**Document review information**

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| Document owner | Partnerships Team, University of Essex |
| Document author | Danny O’Missenden, Partnerships Manager (Development and Oversight) |
| Document last reviewed by | Dawn Mott, Partnerships Manager (Development and 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 Partner Summary Document which covers all of the courses under consideration. [↑](#footnote-ref-1)