**POSTGRADUATE RESEARCH COURSE VALIDATION**

**PARTNER INSTITUTION SUMMARY DOCUMENT**

For professional doctorates or research degree programmes, in addition to the standard supporting information, an outline of how the course team’s arrangements comply with the [University’s Code of Practice on Professional Doctorates or the University’s Code of Practice on Postgraduate Research Degrees](http://www.essex.ac.uk/about/governance/regulations/) should be provided.

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| **Partner Institution:** |  |
| **Date of Summary Document:** |  |
| **Date of Validation event:** |  |
| **Proposed date of admission of first student cohort:** |  |
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| 1. **A brief introduction to the Partner Institution and Faculty/School/Department in which course(s) is based, including:**  * details of the Faculty/Department (including how it has changed and developed over time) including an overview of the range of subjects on offer * the Faculty/Department’s aims, strengths, and any features * details of the course team’s research interests and scholarly activity (where applicable)   *Please note: this section should be concise as it will be included in the final report for Category 3 validations for reporting to Academic Quality and Standards Committee.* | |
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| 1. **Overview of the Learning and Teaching approach for the course, including supervisory and progression arrangements:**  * supervisory capacity and expertise within the Partner Institution * the progression requirements for confirmation of status or progression rules from one year to the next. Please provide details, including the Partner milestones which will be applied for this course * If there are any taught modules required to be taken as part of the new course, please provide details about how these will be factored into progression requirements. * progress monitoring arrangements (including Supervisory Panels and Research Student Progress Board arrangements) and, where there is a taught component, examination boards * a copy of the supervisory panel forms and examples of anonymised forms * procedure for dealing with problems with supervision | |
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| 1. **Research and generic skills training**  * a description of research and generic skills training provided and the approach to training needs analysis (attach any statement on research training provision that has been provided to the research councils) | |
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| 1. **Overview of the Thesis method and assessment criteria,** **including:**  * an outline of the thesis type and/or alternative research output (particularly in cases where practice-based and/or creative outputs form part of the research output) * an explanation of how students will be adequately prepared to undertake the assessment * for any taught elements that form part of this course, then please include module outlines which include assessment information. | |
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| 1. **Overview of Resources**     1. **Details of the learning resources and physical resources in place to deliver the course including:**  * an overview of specialist, subject-related resources (including specialist spaces such as laboratories or studios, digital resources, training resources where applicable) * details of how resourcing implications (including staffing) will be managed as student numbers increase * office space and common rooms available for PGR students | |
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| * 1. **Overview of staffing and staff development** * the number of professional practice and/or research supervisors * the number of students per supervisor * the arrangements should a member of staff leave * arrangements for complying with the relevant University Code of Practice with regard to staffing * supervisory experience and training | |
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| 1. **Assistant Lecturers (Graduate Teaching Assistants) (where applicable)**  * how the course team and/or partner institution supports the professional development of its Assistant Lecturers * number of Assistant Lecturers * compliance with the [University’s Code of Practice on Teaching and Demonstrating by Graduate Students](https://www.essex.ac.uk/governance-and-strategy/governance/policies), in particular arrangements for training, mentoring, and monitoring | |
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| 1. **Research culture**  * How the course team and/or partner institution creates a research community for its research students, for example through student induction, research seminar programmes and integration of students into the research culture | |
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| 1. **Financial support for research students**  * sources of funding for students * support for students to attend appropriate seminars and conferences | |
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| 1. **Placements (where applicable for professional doctorates)**  * A description of arrangements for managing professional placements, drawing on guidance with the [UK Quality Code for Higher Education](https://www.qaa.ac.uk/en/quality-code/advice-and-guidance). | |
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| 1. **Research Ethics**  * A description of arrangements for overseeing research and professional ethics | |
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| 1. **Any other relevant comments or themes** | |
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**Document review information**

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| **Document owner** | Partnerships Team |
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