**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 |
| **Document author** | Danny O’Missenden, Partnerships Manager (Development and Oversight) |
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