

Review and Revalidation Process and Procedure PRE -EVENT

Faculty Consultation

QAE team submit list of courses due to be revalidated to Faculty Executive Committee for consideration and approval.

QAE team contact academic team informing them the course is due for revalidation, ensuring approved University Templates and hyperlinks for guidance documents are provided including the Critical Review template.

Curriculum Design

Development team to Liaise with HOLTSE and CELT to review the inclusion of University Curriculum Principles.

Event Date

QAE liaise with development team to schedule the date of the revalidation event in accordance with the deadlines set out in the Quality Manual (page 10), QAE - book a room, arrange refreshments and notify academic team.

External Panellist

Development team to provide QAE with potential external panellist. Details. QAE contact potential panellist to complete a nomination form and confirm availability. Completed form sent to FQAC chair for approval. On approval QAE arrange panellist accommodation if required.

Validation Panel

At a minimum of eight weeks prior to the event, the QAE team establish a revalidation panel. Panel consists of Chair (External from School), 2 internal Academic members (independent from validating school), 1 student member, at least 1 external member, 1 reporting executive from QAE and 1 reporting officer.

Submission of Documents

Academic team send QAE draft critical review and revalidation document for review at least six weeks prior to the event following sign off from Head of School.

Document Review

QAE review draft critical review and revalidation document and return this to academic team with feedback to amend as appropriate. QAE team arrange critical review in accordance with the Faculty requirement. FLSE obtain internal critical friend review and send this to academic team for action; FCES, FBS and FCI hold scrutiny meetings (Revalidation Support Events) attended by the, Deputy Dean, Head of School, HoLTSE and PQO; QAE to send document to all event panellists for review at least 4 weeks prior to event.

Panellist Comments

At least one week prior to the event, QAE team circulate initial feedback from revalidation panel and ensure this is provided to full panel and academic team prior to event.

Review and Revalidation Process and Procedure DURING EVENT

Agenda to Include

Presentation by course team – including findings of critical review and proposed modifications to course, Private meeting of panel, Meeting with students –past and present, Tour of resources (where applicable), Meeting with Senior Management from the Faculty, Meeting with Partner Representatives (Employers, Placement providers and PSRB reps where applicable), Meeting with Course Team, Private meeting of panel to determine outcomes, Feedback to the Senior Management and Course team of panel decision.

Topics to be addressed

Academic Standards – Aims and Learning outcomes, Curricula, Assessment, engagement with internal and external reference points.

Quality of Learning Opportunities – Learning and Teaching, Student Progression and Learning Resources;

Maintenance and enhancement of Standards and Quality;

Cognisance of Curriculum Principles;

Collaborative arrangements (where applicable);

Current and future challenges and development.

Outcomes of the event

At the end of the event the panel will decide to:

a. Approve for a maximum period of six years –

with or without conditions (have to be met before approval to deliver the course is confirmed;

with or without requirements (to be met by a certain date but do not prevent the course being delivered;

with or without recommendations (do not need to be met for course delivery to commence, reviewed through the continuous monitoring process).

With or without commendations (areas considered to be sector leading/examples of good practice).

b. Refer the course for further work. A further date where the representation can take place to the same Panel, where possible, will be arranged;

c. Reject the course. In this case the Course Team will be required to recommence the procedure starting with course development approval.

Review and Revalidation Process and Procedure POST EVENT

Response to Conditions

If Approved

QAE team send approved conditions to academic team ensuring the deadline, a response to conditions document and the final version of the revalidation document is provided;

Academic team submit tracked change revalidation document and response to conditions to Reporting Executive for review;

Submitted tracked change revalidation document and response to conditions sent to Chair for approval by QAE (and rest of panel if applicable).

If referred

A new date for representation to the same Panel, to the extent to which this is possible will be arranged. This may be done by correspondence where judged sufficient by the Chair;

The academic team update draft revalidation document and resubmit for scrutiny, and process will recommence.

Event Report

QAE team produce a revalidation event report and send to revalidation event Chair for approval;

Approved revalidation event report is sent to panel and academic team. This is also uploaded to Sharepoint.

Reporting of Outcomes

Event outcomes reported at FQAC and QAC;

Once approved QAE team notify academic team and relevant strategic leads accordingly;

QAE team update ICIS and Quercus with course information and send link to academic team to confirm accuracy of course information.