ACADEMIC QUALITY & PARTNERSHIPS OFFICE

APPENDIX 7a: COURSE VALIDATION OVERVIEW TEMPLATE – PARTNER INSTITUTIONS

The Partner Institution should submit the **compiled set of final course documentation** as listed below to the Validation Secretary at **least 6 weeks before the date** set for the Validation Panel.

Please note that **draft paperwork should be submitted 8 weeks ahead of the validation date**, to allow time for University colleagues to review the paperwork and meet with course teams to provide feedback.

- Completed Validation Overview document
- Module specifications for all new and existing modules (see **Appendix 10** *Proposal for a New Module – Partner Institutions*)
- List of proposed teaching and management staff for the course (see **Appendix 13** *List of Teaching Staff*)
- Curriculum vitae for each member of staff
- Generic documentation (see **Appendix 6** *Generic Documentation for Validation/Re-validation* for a full list)
- Course Handbook

SECTION A: KEY DETAILS	
Partner	
Full title (as approved by CPASC) and award of the course	
Academic year of introduction	
FHEQ Level (for the Final Award)	
Name of Course Leader	
Maximum period of registration	
Entry criteria	
Exit awards (see guidance document)	

SECTION B: Narrative of course pedagogical vision and practice (Max 1500 words)

Use the prompts in the guidance to provide a full account of the pedagogy and strategic vision underpinning the course and module design. While you do not need to use the subheadings, it is important that you address each of the areas in your narrative:

SECTION C: COURSE STRUCTURE					
FULL TIME – YEAR 1					
Module Title	**FHEQ Level**	**Credit weighting**	**Core or Option**	**New or Existing**	**If there are option groupings, please detail these**
SEMESTER 1					
SEMESTER 2					
FULL TIME – YEAR 2					
Module Title	**FHEQ Level**	**Credit weighting**	**Core or Option**	**New or Existing**	**If there are option groupings, please detail these**
SEMESTER 1					
SEMESTER 2					

FULL TIME – YEAR 3					
Module Title	**FHEQ Level**	**Credit weighting**	**Core or Option**	**New or Existing**	**If there are option groupings, please detail these**
SEMESTER 1					
SEMESTER 2					
Total credits for the year should equal 120 for Undergraduate or 180 for Postgraduate					

Please repeat as required for each subsequent academic year.

POSTGRADUATE ONLY PART TIME (Please delete if not required)					
Module Title	FHEQ Level	Credit weighting	Core or Option	New or Existing	If there are option groupings, please detail these
YEAR 1, SEMESTER 1					
YEAR 1, SEMESTER 2					
YEAR 2 SEMESTER 1					
YEAR 2, SEMESTER 2					
Total credits for this course should equal 180					

SECTION D: COURSE AIMS

Course aims are broad statements which summarise the overarching goals and intentions of the course. The course aims should address the purpose of the course and what it is trying to achieve, as well as the intended benefits for students.

Use the guidance to complete this section

It is recommended that you provide 3-5 course aims in a concise bullet point format
This course aims to:

CA1	
CA2	
CA3	
CA4	
CA5	

SECTION E: COURSE LEARNING OUTCOMES
Use the prompts in the guidance to complete this section
It is recommended that the Learning Outcomes encompass the following skills: Cognitive Skills, Practical Skills, Transferable Skills and Professional Competencies.
The recommended minimum/maximum number of learning outcomes is 8-10 for PGT and 10-14 for UG courses.
By the end of the course, a successful student should be able to:

LO1	
LO2	
LO3	
LO4	
LO5	
LO6	
LO7	*(Please add additional rows for further learning outcomes as necessary)*

For any award(s) associated with this course (e.g. PGDip or PGCert) please state the related learning outcomes below, creating a new list for each award.
Learning outcomes are required for entry awards and for named exit awards (where the exit award title is different to the main award title) only.
See the guidance document for help completing this section.
By the end of the course, a successful student should be able to:

LO1	
LO2	
LO3	
LO4	
	(Please add additional learning outcomes as necessary)

SECTION F: Course Learning Outcomes Map												
See the **guidance** document for help completing this section												
Course Learning Outcomes	**Title and code of relevant module**											
1.												
2.												
3.												
4.												
5.												
6.												
7.												

SECTION G: COURSE REGULATIONS

Please give details of any course-specific criteria for the award.

Please note that all requests for a derogation from the University of Sussex Examination and Assessment Regulations must be submitted to AQP for approval by the Chair of University Education Committee, and cannot be approved by the validation panel. Consult with AQP before submitting the validation paperwork if you have any questions.

SECTION H: ACCREDITATION AND PSRB

Use the prompts in the guidance to complete this section, if relevant

SECTION I: LEARNING, TEACHING AND ASSESSMENT STRATEGY

Use the prompts in the guidance to provide a full account of the pedagogy and strategic vision underpinning the course and module design.

While you do not need to use the subheadings, it is important that you address each of the areas in your narrative:

SECTION J: TEACHING METHODS	See the **guidance** document for help completing this section

LAB = Laboratory practical   **LEC = Lecture**   **WRK = Workshop**   **FWK = Fieldwork**   **SEM = Seminar**
CLA = Class   **PRA = Practical**   **FLM = Film**   **Project = PRJ**
Please add as required

Year 1, Semester 1

	Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:	
	Session type	Length	Session type	Length	Session type	Length	Session type	Length	Session type	Length	Session type	Length	Session type	Length	Session type	Length
Week 1																
Week 2																
Week 3																
Week 4																
Week 5																
Week 6																
Week 7																
Week 8																
Week 9																
Week 10																
Week 11																
Total hours																

LAB = Laboratory practical	LEC = Lecture	WRK = Workshop	FWK = Fieldwork	SEM = Seminar
CLA = Class	PRA = Practical	FLM = Film	Project = PRJ	

Please add as required

Year 1, Semester 2

Module (specify whether core or option, and credit weighting)	Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:		Module: Credits: Core/Option:	
	Session type	Length	Session type	Length	Session type	Length	Session type	Length	Session type	Length	Session type	Length	Session type	Length	Session type	Length
Week 1																
Week 2																
Week 3																
Week 4																
Week 5																
Week 6																
Week 7																
Week 8																
Week 9																
Week 10																
Week 11																
Total hours																

Please repeat as required for each subsequent academic year.

SECTION K: ASSESSMENT AND FEEDBACK STRATEGY (Max 1000 words)

Use the prompts in the guidance to provide a full account of the pedagogy and strategic vision underpinning the course and module design.

While you do not need to use the subheadings, it is important that you address each of the areas in your narrative.

SECTION L: MAP OF COURSE ASSESSMENT *(please indicate summative assessments and formative assessments in the table below, using italic font for formative assessments)*

See the guidance document for help completing this section

Year 1, Semester 1

Module Title	Core/Option	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	AB1
		e.g. ESS 40%, UEX 60%											

Year 1, Semester 2

Module Title	Core/Option	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	AB2

Please repeat as required for each subsequent academic year.

Key for Assessment Map: (Please see regulations for details of assessment modes and definitions)

REP	Report	ESS	Essay	GPN	Group Presentation	MCQ	Multiple Choice Questions
POF	Portfolio	PRE	Presentation	ORL	Oral	CEX	Computer Based Exam
PRB	Problem Set	TAP	Take Away Paper	PRJ	Project	GWS	Group Written Submission
PRA	Practical	REP	Report	DIS	Dissertation		(please add and delete as needed)

SECTION M: STUDENT EXPERIENCE AND ENHANCEMENT (Max 1000 words)

Use the prompts in the guidance to provide a full account as to how the pedagogy and strategic vision underpinning the course and module design provide students with opportunities for engagement and enhancement and the development of a cohort identity.

While you do not need to use these subheadings, it is important that you address each of these areas in your narrative: