5b. RE-VALIDATION PROCESS DOCUMENT (PARTNERSHIP)

5b.1. Introduction

5b.1.1 Re-validation is the process by which existing courses are periodically reviewed and re-approved by the University.

5b.1.2 A course re-validation may include substantial change to the structure and content of the course including the introduction of new pathways.

5b.1.3 This process enables the University to continue to have confidence that academic standards have been secured, that content and learning outcomes are aligned with the national Framework for Higher Education Qualifications (FHEQ), that an excellent student experience is being delivered and that opportunities for enhancement are being sought.

5b.1.4 This process is facilitated through a re-validation event, run in a similar manner to the original validation but focussing on reflective review and proposed course changes.

5b.2. Structure of the re-validation process

5b.2.1 Re-validation will normally take place according to the timetable determined by the panel when the course was originally validated. However, a request for major course changes may also trigger a requirement from the University for the course to be re-validated.

5b.2.2 During the academic year in which re-validation is held, all marketing material for the next intake must include a statement that the course is 'subject to re-validation'.

5b.2.3 Preparation for re-validation will be the same as for validation, although the requirements for documentation are different, as outlined in section 3 below. The requirements for the composition of the panel and the course team are also the same as for validation. Documentation is sent to ADQE four weeks in advance of the event. Generic documents should be sent in electronic format and Course documentation should be sent in hard copy. ADQE will distribute the documentation to the panel.

5b.2.4 The standard format for a validation meeting will be followed and the panel will consider the same key issues, focussing on (but not limiting questioning to) the changes being proposed.

5b.2.5 The costs of re-validation will be borne by the partner institution.

5b.3 Documentation required for re-validation

Information required for the re-validation falls into three categories:

5b.3.1 A reflective and evaluative review of the course as it has been delivered to date

This should address the following:
Assessment of the quality of the course in operation as demonstrated, for example, by student achievement.

External examiner reports for the period of validation, University comments on them (if applicable) and responses sent to external examiners.

The results of evaluations of the course by students over the period of validation and subsequent action taken by the partner.

The institution’s responses to the University’s commentaries on annual monitoring reports.

The rationale for any modifications that have been made to the course since validation.

Reports from employers (where the course has links to industry)

Statistical data, to include for each year of the course’s operation on a cohort basis:
  - target numbers
  - number of applications
  - number of enrolments
  - entry qualifications
  - attrition rates
  - progression
  - graduate destination data (if applicable)
  - discussion on the data.

External developments which may have affected the course.

Problems encountered in delivering the course as originally planned and strategies that have been used to overcome the problem.

The strengths and weaknesses of the course as perceived by staff, students and external examiners.

Identified shortfalls in the provision of resources and methods by which these might be overcome.

The need for further staff development in particular areas and how this will be addressed.

Any external review reports and responses to them.

A review of course management.

5b.3.2 Changes the partner wishes to make to the course

  - Summary of proposed modifications to the course with the background and rationale for any changes.

5b.3.3 Revised course information and supporting documentation

  - Documentation must make it clear where changes have been made.

5b.4.

5b.4.1 The re-validating panel may determine that the proposal should be:

  a. approved without amendment;
b. approved subject to specific conditions, including the dates by which these should be satisfied. (Note: until the conditions set have been satisfied students cannot be admitted to the course);
c. rejected with advice to its originators as to the reasons for doing so.

5b.4.2 If approved, the panel will also determine the period of validation after which the course must be re-validated if it is to continue. This will usually be five years.