

Re-validation and Review Process

1. Re-validation

- 1.1. The re-validation policy and process seek to ensure that the education provision of the University continues to be well-designed, up-to-date and relevant and that the curriculum reflects university policies and priorities. In effect, the re-validation process is a mechanism for both making changes to and updating courses.

2. Periodic Review process and paperwork

- 2.1. The Periodic Review process complements the re-validation process for on campus courses and is triggered in a few specific instances primarily relating to regulatory risk or requirements. It has a detailed focus on practice around teaching, learning, assessment and student experience and outcomes and does not include curriculum. It requires the preparation of a self-evaluation document and supporting documents with the focus determined by the trigger for the Review.

3. Initial Preparation for the Re-validation/ Review Event.

- 3.1. Review dates and arrangements for internal provision will be agreed with Deans of School and Heads of Subject when they are triggered.
- 3.2. Periodic Review may take a variety of formats depending on the nature of what is being reviewed.
- 3.3. AQD will manage the schedule of re-validation events for internal and collaborative academic partner institutions. Dates for events will usually be set by AQD in consultation with Deans of School/ Heads of Subject. AQD will provide support throughout the re-validation process.
- 3.4. Collaborative partnerships offering validated (rather than franchised) provision are not covered by this re-validation process. In such cases, the Partner Review process shall be used to review and revalidate validated courses.
- 3.5. Re-validation is normally a desk-based process unless the scale/ complexity of the proposal requires an online meeting to be held or an in-person event.
- 3.6. Teams preparing for re-validation are recommended to undertake workshops on

Learning Design, the ESJF Toolkit and on Artificial Intelligence- Learning Teaching and Assessment available through the Centre for Teaching Enhancement (CTE).

- 3.7. AQD will notify course teams where the course(s) in scope for re-validation are also running with a collaborative partner through a franchised arrangement.
- 3.8. Course teams are expected to liaise with the collaborative partner(s) to notify them in good time that the course(s) are scheduled for re-validation. Course teams and the collaborative partners are then expected to work together in preparation for the re-validation and collectively will be known as the 'proposing team'.
- 3.9. In addition to the required paperwork detailed below at point 5, the proposing team is expected to submit the relevant paperwork for collaborative partnerships to enable franchised courses to be revalidated at the same time.
- 3.10. Following submission of re-validation paperwork Course Leaders are required to take part in a reflective teaching and learning meeting with a member of CTE.

4. Appointment of External Advisors

- 4.1. Heads of Subject and Course Leaders are responsible for nominating suitably experienced External Advisor(s) to AQD using the External Advisor Appointment Form (AQD013). For a re-validation which includes collaborative partner provision, AQD will advise if separate external advisors are needed for the collaborative provision, in such cases, the Dean of School or Head of Subject will nominate the External Advisor.
- 4.2. AQD will confirm the appointment and liaise with External Advisors in completing the Right to Work process and engagement with the event.

5. Paperwork Required for a Re-validation

- 5.1 The proposing team is required to complete the following paperwork and submit it to the agreed location on SharePoint for AQD to review.

For on-campus documentation:

- Course and/or Subject Area Overview (AQD022) (For re-validations of course(s))

- Course and modules mapping matrix (AQD018) (For re-validations involving a higher number of courses)
- Updated course and module specifications
- Assessment map (AQD008)
- Staff CVs (AQD009)

For courses running as a franchised arrangement, the following paperwork is also required:

- Overview and rationale of the partnership and the course(s) including a statement to confirm the partner has sufficient resources in place to run the revised course(s),
- Updated contextualised course and module specifications and assessment map (if applicable)
- Staff CVs and associated matrix indicating which modules staff will be teaching

5.2 Additional information regarding requesting codes, WBL modules, qualifying marks can be found in the [Additional Supportive Information](#) document.

6. Internal Scrutiny

- 6.1 AQD will check the paperwork and confirm whether it is ready to go to the panel. This decision is based on the completeness and accuracy of the documents submitted.
- 6.2 AQD scrutiny may result in changes to the documentation being required prior to submission to the re-validation panel, or if there are serious concerns the matter will be referred to the Chair of the panel.
- 6.3 The Chair of the panel will retain the overall authority to determine if the documentation is in sufficient order for the re-validation to go ahead; if it is the view of the Chair that the documentation is not of a sufficient standard, then the Chair may advise of a postponement of the re-validation event.

7. The Re-validation Event.

- 7.1. All re-validation events require the Chair and Internal to complete an Internal Panel Member feedback form (AQD037A), for Student Panel Members a Report (AQD026) and the External Advisor(s) a report (AQD014).

- 7.2. All reports must be received by AQD if possible, at least two weeks before the event, to allow the proposing team time to respond.
- 7.3. Once the responses have been received, the Panel will meet online to confirm the responses are complete and to agree the outcomes.
- 7.4. For larger scale/ more complex re-validations, the re-validation Event Agenda Template (AQD025) outlines an indicative agenda, the Panel members and proposing team members involved and the suggested duration of each online event.

8. Re-validation Panel Role Descriptor

- 8.1. Typically, each re-validation panel should include the following personnel, and their roles are to function as below:

Chair:

- Complete an Internal Panel Member Feedback Form
- Guide the lines of enquiry and discussion during the outcomes meeting
- Agree the outcomes and provide a summary conclusion.
- Work with the Officer to confirm the event outcomes report.
- Receive revised paperwork and sign off once all conditions have been met by the proposing team.

External Advisor (Academic and/or Industry):

- Provide an independent external view of the course(s)
- Advise the panel on any necessary revisions to course content, module content and assessments.
- Contribute to the summarising of the debate.

Internal Representative (Academic staff from a different School or an AQD representative in a managerial role):

- Complete an Internal Panel Member Feedback Form
- Ensures compliance of the courses being reviewed with relevant internal and external academic regulations and frameworks.
- Ensures quality assurance processes have been embedded in the course by the proposing team.

Student Panel Member:

- Provides a student's view on the content of the course(s) being reviewed by

completing the Student Panel Member Report Form

- Shares relevant experience as a student within the institution.
- Advise the panel and proposing team on issues such as resourcing, assessment methods and chosen mode(s) of delivery.
- Explores issues of further study/employability connected to the course(s) being reviewed.

Officer:

- Arranges the event, liaises with the panel
- Ensures the re-validation process is followed before, during and after the meeting.
- Ensures an accurate record of commendations, conditions and recommendations is made by the end of the meeting.
- Produces an outcomes report and circulates to the proposing team within one week of the event taking place.
- Produce a full report on the review event and circulate it to the proposing team

within three weeks of the event taking place where an in person/ PSRB accredited event occurs.

- Works with the proposing team to ensure they submit revised course documentation by the due date.

9. Re-validation Outcomes

9.1. The panel may choose to commend the proposing team for any areas of good practice which stand out in either the course documentation or because of the discussion on the day. Possible re-validation outcomes are as follows:

- Approved
- Approved with conditions (and recommendations)
- Not Approved / Referred back to the proposing team for further consideration.

9.2. The proposing team must revise the documentation considering any conditions set by the panel, using track changes or highlighting to indicate changes. The revised documentation must then be resubmitted to AQD, along with a supporting summary explaining what changes have been made to meet the conditions by the agreed deadline.

9.3. The Panel Chair must check the revised documentation and put in writing that the course can be signed off and confirmed as re-approved on behalf of the Academic Board.

- 9.4. Re-validation panels do not have the authority to delete or change course titles but may make a recommendation.
- 9.5. Following a successful re-validation, courses are re-approved for five years; please note that it is the validity of the course(s) that is approved for five years and not the collaborative partnership itself.
- 9.6. Where the panel considers there to be serious concerns with the quality or viability of a course or courses, the panel will not recommend the course(s) for reapproval. At this stage the courses will be referred back to the proposing team for further consideration and a new deadline given, if feasible.
- 9.7. An unsuccessful re-validation could also mean deferring the implementation date of the revalidated version of the course(s) and continuing with the existing programme. In some instances, it may not be productive or viable to continue with the existing programme and this should also be discussed with the Dean of School and AQD.
- 9.8. Where possible the original make-up of the panel will remain to ensure concerns are addressed going forward. In instances where this is not possible, new panel members will be privy to the outcomes set by the original panel to ensure continuity and to uphold the expected standards of the course(s).

10. The Re-validation Reports

- 10.1. The Panel Officer is responsible for preparing the re-validation reports, in agreement with the Chair. The reports provide details on the outcome of the meeting and any further work required by the proposing team.
- 10.2. The Outcomes Report, detailing commendations, conditions, and recommendations must be sent to the proposing team within one week of the re-validation event. For a re-validation involving a PSRB, a full outcome report will be sent to the proposing team within three weeks of the event.
- 10.3. Proposing team(s) will usually have four weeks to formally respond to conditions, unless there is a decision agreed by the Panel and proposing team to vary this.

11 Re-validation Timeline

